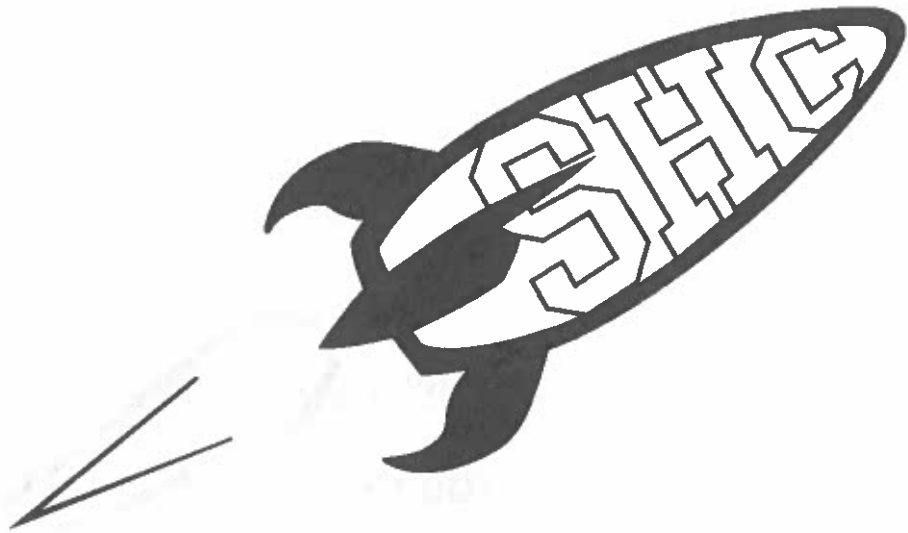


Southern Huntingdon County High School/Middle School Handbook 2023-2024



“Home of the Rockets”

Mission Statement:

“Rocketing our students through quality education into their future.”

ADMINISTRATION

Dwayne Northcraft
Superintendent

Brianne Parks
High School/Middle School Principal

Jordan Yarwood
Curriculum Coordinator

Alisa Scott
Director of Special Education

Hillary Lambert
Business Manager/Transportation Director

Contacting Our School

**Southern Huntingdon County High/Middle School
10339 Pogue Rd
Three Springs, PA 17264**

**Telephone
(814) 447-5529**

**Fax
(814) 447- 3750**

This page intentionally left blank.

HISTORY OF SOUTHERN HUNTINGDON COUNTY HIGH SCHOOL

The Southern Huntingdon County School System became effective on July 1, 1956. The Boards of Cass Township, Cassville Borough, Clay Township, Cromwell Township, Dublin Township, Orbisonia Borough, Rockhill Borough, Saltillo Borough, Shade Gap Borough, Springfield Township, Tell Township, and Three Springs Borough signed the Articles of Agreement.

Two high schools were consolidated under the jointure:

Orbisonia High School, Orbisonia, PA formed in 1891

Saltillo High School, Saltillo, PA formed in 1926

Construction of the new high school building in Cromwell Township began with groundbreaking on July 11, 1960. The seniors of Orbisonia High School and Saltillo High School were combined as the first graduating class of SOUTHERN HUNTINGDON COUNTY HIGH SCHOOL with Commencement Exercises on June 1, 1962. School use began with occupancy on September 1, 1962. The building was dedicated on November 4, 1962.

Three elementary centers are included in the System:

1956 Rockhill Elementary

1956 Shade Gap Elementary

1961 Spring Farms Elementary

It is interesting to note that in the course of the consolidation movement, a total of 55 one-room schools were closed in the twelve districts.

The final action to form ONE SCHOOL DISTRICT of the former existing twelve districts was mandated by law effective July 1, 1966. We now have one school district called Southern Huntingdon County School District.

In 2004, after renovations of the existing structure, a middle school was added to the site. Once the project was completed, the building name was changed to Southern Huntingdon County High School / Middle School.

The Southern Huntingdon County School District includes the following boroughs and townships:

Cass Township

Cassville Borough

Clay Township

Cromwell Township

Dublin Township

Rockhill Borough

Shade Gap Borough

Springfield Township

Tell Township

Three Springs Borough

Orbisonia Borough

Saltillo Borough

BOARD OF DIRECTORS

PRESIDENT: Mrs. Candace Sonnenberg

VICE PRESIDENT: Mr. Frank Hooper

SECRETARY: Mrs. Donna Clark

BOARD MEMBERS: Mr. Todd Griest
Mr. Jerry Hammons
Mrs. Heather McClure
Mrs. Tammy Park
Mrs. Nicole Reasner
Mrs. Angela Watkins
Mr. Dennis Scott

Board Meetings:

- SHC High School/Middle School Library
- 7:00 PM
- Scheduled for the third Tuesday of the month.

NOTE: AGENDA ITEMS MUST BE RECEIVED BY THE BOARD SECRETARY TEN DAYS PRIOR TO THE MEETING.

OUR SCHOOL

School Colors: Blue, White, and Gold
School Mascot: Rockets

ALMA MATER

ALMA MATER, hail to you,
Be forever wise and true,
Show your colors to behold,
Blue and White and Gold.
So, through the years gain memories,
Ever changing destinies,
Alma Mater, hail to you,
Dear old SOUTHERN HIGH.

We the proud of SOUTHERN HIGH
Stand we now our heads raised high
Honoring your noble ring,
To your name we sing,
We pledge to you our loyalty,
Hearts and minds eternally,
Now your name we will uphold,
Blue and White and Gold.

ACCREDITATION

Southern Huntingdon County High School/Middle School is on the accredited list of the Pennsylvania State Department of Education.

EDUCATIONAL PHILOSOPHY

It is necessary and vital that a school have a basic underlying philosophy in order, a disciplined sense of direction and function for more effective teaching and learning.

The efficient operation of the school depends on how well you understand the policies and regulations and how willing and capable you are in carrying them out. Team spirit is essential in developing a superior school. That a school system may pursue its important function, it is necessary that it be guided by a statement embodying the purpose of its program and principles.

We believe that education is a continuing process fostering growth in ability to do those things which will enable the individual to live a more satisfying life. To this end, it involves development of each student physically, socially, mentally, and spiritually through their association in and reaction upon the natural and social environment. It shall be our task to develop the individual student to the fullest extent possible with the resources available.

We believe that the quality, success, and preservation of our American way of life is a fundamental responsibility of education, in general, charging each citizen to acknowledge to the fullest their privileges and their responsibilities.

General Objectives:

1. Provide opportunities for each student to develop their capacities to the fullest for self-realization.
2. Provide each student with a fundamental core of knowledge, concepts, ideas, and skills in a changing world to prepare them for life's work.
3. Develop in each student a keen respect for human dignity.
4. Develop deep worth, lasting values and attitudes in each student enabling them to have the highest ethical and moral character.
5. Promote the health and physical well-being of each student.
6. Provide experiences for rational thinking.
7. Develop the skills for originality, creativeness, and worthwhile use of leisure time.
8. Provide adequate guidance, personal and career & technical education for each student.

Specific Objectives:

More specifically, the following should be the essential provision of education:

1. School is a realistic segment of life.
2. Education must be functional.
3. Learning is a continuous life process.
4. School is for the students; students are the most important people in the school.
5. The curriculum is the sum total of experiences provided for each student.
6. Self-discipline is more desirable than forced discipline.
7. The entire educational community should:
 - A. Inspire and stimulate intellectual curiosity.
 - B. Education must be functional.
 - C. Adjust the curriculum to fit individual abilities and aptitudes.
 - D. Provide training for useful citizenship by example and practice through social, civic, and economic activities.
 - E. Provide for appreciation and enjoyment of the Arts.

Mission Statement:

“Rocketing our students through quality education into their future.”

Vision Statement

The Southern Huntingdon County School District is committed to our students becoming leaders in the 21st Century, using critical thinking and interpersonal skills to succeed in a global society.

Our Shared Value is:

The Southern Huntingdon School District believes in placing students first by:

- Striving to provide a safe, supportive and positive environment for students.
- Challenging each student equally to achieve college and career readiness skills.
- Valuing that each student can learn and contribute to society.

TRANSPORTING STUDENTS TO AND FROM SCHOOL

The Board of School Directors has granted the privilege of school bus/van transportation to students who live beyond 1-1/2 miles (elementary), 2 miles (secondary) from their assigned school. The privilege is conditioned upon certain behavior expectations which are listed below. The privilege of riding a bus or van may be removed by the school principal for improper conduct. When the bus/van privilege is removed, parents have the obligation of finding alternative ways to transport their child to and from school.

1. Students will be assigned to specific buses and will have assigned seats. Changing buses or seats, once assigned, is allowed only with permission of the principal or designated person.
2. Student bus stops are designated by the Board of School Directors and may not be altered unless approved by the School Board.
3. Buses and vans will stop to pick up and dismiss passengers at designated bus stops only. No other stops are permitted unless there is an emergency.
4. When students walk along a highway to their bus stop, they must walk on the shoulder of the road on the side facing traffic. (Left side)
5. Students are expected to wait for their bus in an orderly manner five minutes prior to the bus arrival. School officials have authority over students from the time they leave their home in the morning until they return in the afternoon.
6. Students will wait for their bus to come to a full stop before attempting to enter (or exit) the bus. The bus driver has the authority and is expected to regulate entry and exit of students on and off the bus.
7. The bus driver will not move the bus until all students are seated. Students must be seated when the bus is in motion.
8. Each bus has an emergency door to be used only in an emergency. Student may not use the emergency door for routine exit and entry.
9. The major responsibility of bus drivers is to complete their rounds between home and school safely and on time. Proper behavior of students is required at all times so that the drivers' attention is on the road.
10. The following behavior of students will result in disciplinary action: throwing objects out of windows, tampering with or using the emergency exit, leaning or putting arms out of windows, eating, drinking, smoking, chewing tobacco or snuff, spitting, littering the bus, damaging or defacing property, rough-housing, using improper language or gestures, throwing objects, fighting and being out of your seat. In addition, any behavior not mentioned in this handbook that jeopardizes the safety of others or is deemed inappropriate by the administration, is prohibited and will be cause for disciplinary action.
11. Students must report to the bus driver any condition which needs attention to ensure a safe trip.
12. The bus driver is in charge of students between pickup points at school and home. When problems arise, the bus driver will fill out a Bus Misconduct form and present it to the principal or teacher in charge. Certain behaviors and repeated minor misconduct may result in the denial of the privileges of riding a school bus/van and/or other disciplinary action.

13. Students who walk to and from school are responsible for respecting private and public property along the route. Taking short cuts across private property, littering and creating disturbances are not behaviors condoned by the school district. Walking routes may be changed by the school administration when there is evidence that private and public property or persons are infringed upon by students.
14. Twice each year bus drivers, in cooperation with the principal, must conduct emergency bus evacuation drills to familiarize students with proper procedures to be used in the event of an accident or other emergency. Students are expected to be attentive and cooperative during these important drills.
15. Act 56 of 2016 permits school districts to engage in audio recording on school buses.

PROCEDURES AT BUS STOPS

1. Be on time.
2. Always conduct yourself in an orderly manner.
3. Wait off the highway and out of the way of traffic.
4. Do not play games or chase anyone.
5. Be sure the road is clear and wait for the driver's signal before you cross the road. Always cross in front of the bus.
6. Enter the bus promptly in an orderly manner after the bus comes to a complete stop.

PROCEDURES FOR PARENTS WITH ANY BUSING CONCERNS

1. Call the Transportation Director at the district office with any questions or concerns that pertain to your sons/daughters bus driver.
2. Please do not try to meet with the driver at a pick up point or try to enter the bus, the driver does not have the convenience to meet with you at that time and attempting to enter/load the bus is an illegal act with may lead to a citation.
3. At no time should a parent get on a bus to solve problems between students or the bus driver. If the concern is regarding a new pick-up, drop-off, or a change in busing, parents should contact Mrs. Lambert at the District Office, extension 2603.

SCHOOL BUS

The use of bus transportation to and from school is a privilege, not a right.

NO STUDENT HAS THE RIGHT TO INTERFERE WITH THE SAFETY OF THEIR FELLOW STUDENTS.

STUDENT RESPONSIBILITIES

Students are responsible to:

1. Respect members of the community and their property, and to observe school rules and regulations and local and state laws as they journey to and from school while on the school bus
2. The following are violations of bus safety:
 - a. Discourteous behavior
 - b. Pushing or scuffling
 - c. Refusing to sit in assigned seat
 - d. Eating or drinking on the bus
 - e. Standing or changing seats
 - f. Swearing
 - g. Conduct that endangers lives
 - h. Destroying bus property
 - i. Fighting on the bus
 - j. Obscene language
 - k. Smoking or using tobacco
 - l. Throwing any object
 - m. Using matches or fireworks
 - n. Distracting bus driver's attention
 - o. Vaping or using a JUUL

All students will abide by established rules and regulations concerning conduct on the bus.

PROCEDURES TO BE FOLLOWED

When the Principal receives a Bus Conduct Report or Discipline Referral, generally the following procedure is followed:

First Offense: After discussion of the Bus Conduct Report/Discipline Referral the Principal gives a warning to the student.

Second Offense: The student will have a conference with the Principal and a letter (referral) will be sent to the parents or the guardians by the Principal telling them of the problem and the student will also be given up to 3 hours of detention or ISS. Parent/Guardian will be called.

Third Offense: The student will have a conference with the Principal, and a letter (referral) will be sent to the

parents or the guardians by the Principal informing them of a three (3) day suspension of bus privileges. The parent or guardian will be required to attend a conference with the principal, driver and student prior to reinstatement of bus privileges, up to three hours after school detention or ISS.

Fourth Offense: The student will have a conference with the Principal, and a letter (referral) will be sent to the parents or the guardians by the Principal informing them of a minimum five (5) day suspension of bus privileges. Depending upon the severity of the incident, the Assistant Principal/Principal has the authority to suspend the student for a longer period of time beyond the minimum suspension and the student could be suspended from riding the bus for the balance of the school year.

The Principal/Designee will determine the appropriate action to be taken and the above steps to be followed. They are authorized to move directly to the fourth step when a criminal offense occurs such as assault, drug-related offenses, destruction of property and similar acts. In this instance, the student will be suspended from the bus for the balance of the school year with such action subject to appeal through the Superintendent and the Board of Education.

This bus discipline procedure provides the student with a chance to correct his or her own behavior and a chance for the parent or guardian to aid in the correction of the problem. If these two means fail, the principal may be obliged to remove the student from the bus in order to help protect the other passengers.

BEFORE SCHOOL

Students should plan to arrive at school between 7:50 A.M. and 8:05 A.M. in the morning. **Students should not arrive on campus before 7:50 A.M. unless arrangements have been made with a teacher for proper supervision.** Students who plan to eat breakfast should do so immediately upon entering the building. Once a student has arrived at school, they may not leave without parental permission. Attendance will be checked each morning during homeroom. If the student's bus is late, they will not be marked tardy. Late arrivals must report to the attendance secretary for an admission pass so that they will be marked present for the day.

ARRIVAL AT SCHOOL

HOMEROOMS

Students are assigned to homerooms, which is also their first period class. The classrooms will be open at 7:50AM. Students are not permitted to be in the hall before the 7:50AM bell. Students, not going to breakfast, upon reporting to school in the morning will go to their lockers and get the necessary materials for the day and then report directly to their homeroom. ***Senior high school students are to remain in the senior high school area and middle school students are to remain in the middle school area.***

Upon entering the school building, students should report to their locker and then directly to their homeroom. Students attending breakfast should eat in designated area before going to their lockers. All students must be in their first period class by 8:10. Students arriving after 8:10 AM without a pass will be marked tardy. If a student has an early dismissal, they should notify their homeroom teacher and then go to the attendance secretary's office. **STUDENTS WHO ARE TARDY WILL REPORT TO THE**

ATTENDANCE SECRETARY'S OFFICE FOR A LATE PASS. Students return to their lockers for coats and books at dismissal. Dismissal is scheduled for 2:50 PM.

All electronic devices (i.e. cell phones) are to be silenced and put away upon entrance to the building.

EARLY ARRIVERS

Students are not expected to arrive at school before 7:50AM. Those who, due to special circumstances, need to be in the building before 7:50 AM shall report directly to the auditorium when it opens at 7:30AM with adult supervision. This applies to all students except those coming for a teacher-sponsored activity who may be in the building under the teacher's supervision. Parents may deliver their child to the school entrance until the buses start arriving.

CODE OF STUDENT CONDUCT

SCHOOL RULES AND REGULATIONS

We have established a set of guidelines to aid the student in developing the self-discipline that is necessary for successful living. These guidelines are intended to strike a proper balance between control and freedom. Students must realize that your rights and freedoms are obtained by your responsible actions. Courtesy, honesty, and a respect for the rights and feelings of one another are essential. Violations of these basic standards of conduct are not only disruptive to the educational process, but are also harmful to the emotional well-being of others. It is the obligation of the professional staff of the school to see that student behavior remains within accepted standards. Our objective is to cultivate self-discipline through correcting unacceptable conduct.

FOUR FUNDAMENTAL SCHOOL RULES

While the handbook lists many specific rules, good common sense is the best guide to follow. All of the school rules can be condensed into these four:

1. Students will exhibit courteous behavior and respect the rights and property of others.
2. Students will arrive on time, follow established class rules, and be prepared to start class with the teacher.
3. Students will arrive with appropriate materials and completed assignments.
4. Students will make all necessary arrangements for making up work due to absences.

Students are expected at all times to put forth their best effort and to conduct themselves, in a manner that will promote a positive learning environment. Any behavior or inappropriate language which causes the learning atmosphere to deteriorate or be disrupted or which infringes upon the rights of others in the school will not be tolerated. Students who engage in such behavior will be subject to corrective measures. Acceptable corrective measures may include, but are not limited to, the following:

- Teacher-student conference
- Deprivation of privileges or preferred activities
- Communication with parent via note, email, telephone, or conference
- Referral to the Principal/Designee
- After school detention, in-school detention, out-of-school suspension, in school suspension, or lunch detention
- Exclusion or reassignment of educational placement

NO TOUCH POLICY

Students are NOT permitted to intentionally touch other students while in the school building, on the bus or attending any school related activity. Examples include, but are not exclusive of: signs of affection, slapping, punching, kicking, shoving etc.

CAFETERIA RULES

The school cafeteria provides a nutritious lunch for students at the lowest possible price. It operates under strict state and federal laws governing preparation and serving of food. The school cafeteria should be a pleasant place to eat. Costs are as follows:

Regular Lunch- \$2.25

Regular Breakfast- \$1.30

Reduced Lunch- \$.40

Reduced Breakfast- \$.30

The rules below should be followed:

- All students, including those who carry their lunch, are required to eat lunch in the cafeteria at their scheduled time.
- All schools in the Southern Huntingdon County School District observe a “closed” lunch period. Students may not leave the cafeteria or the school building at lunch time without permission from the principal, a teacher, or a cafeteria supervisor. Students may not leave the building without written permission from their parents or guardians. (This policy applies all the time, not just at lunch time.)
- When going to the cafeteria, students should walk and stand quietly in the lunch line.
- While waiting in line, students will be orderly. Line jumping or saving a place for someone is not allowed, as are pushing, shoving and other rowdiness.
- Good manners are expected in the cafeteria.
- Respect is to be shown to employees of the cafeteria, custodians, staff, and other students.
- Students are responsible for the area where they eat. Make sure the table and the area around the table is clean before you leave.
- Students are required to remain seated and in the same place during the entire lunch period except as necessary to empty trays.
- Students are to sit with their feet under the tables to avoid tripping others as they walk between the tables.
- While in the cafeteria, students are permitted to talk in a quiet voice. This is important for their safety.

- Return all trays and utensils to the dishwashing room after your table has been instructed to do so. Make sure all paper, cans, etc. are placed in the waste cans.
- All food and drinks must be consumed within the cafeteria
- Soda is not to be sold during school hours as stated in the Wellness Policy of Southern Huntingdon County School District.
- Accidental spills will happen, and the student is expected to report any accident to the lunch room monitor and clean up the mess. A custodian will assist when necessary. Disciplinary action will be taken for any deliberate messes caused by a student.

Supervising teachers are in direct charge of all students during their lunch period. Those supervisors have the authority to take whatever disciplinary action necessary to maintain a desirable atmosphere for eating as well as the safety of all present.

BREAKFAST AT SCHOOL

Students at SHC High School may enjoy breakfast once arriving at school. Students may purchase breakfast from the Breakfast Cart in the lobby or designated area. It will be the student's responsibility for the following:

- Students will report directly to the designated area entering the building.
- Students can purchase the items which constitute a full breakfast (one drink and one item to eat) or just a juice or milk.
- Students will clean up their eating area before being dismissed.
- Food purchased in the cafeteria is to be consumed there and should not be carried into the hallway.
- Students using the Breakfast Cart will be expected to eat in the assigned areas and clean up after themselves. Spills are to be cleaned up and trash thrown away.

Students will be dismissed after they finish their food from breakfast, report to their locker, and then directly to homeroom.

GUIDELINES OF HEALTH AND SAFETY RULES

The following rules are listed for your general information:

1. The use or possession of tobacco, alcohol, e-cigarettes, vapes, and drugs is forbidden.
2. As a safety measure, the following are not permitted at school:
 - Fighting, either play or real
 - Guns (real or toys), B.B. shot or other ammunition
 - Firecrackers, matches, or lighters
 - Knives (of any kind) or other weapons, or toys representing weapons
 - Laser pointers
 - Glass containers of any kind

- Shoes with cleats, shoes with wheels
 - Skateboards or roller blades, this also includes sneaker with the roller skate
 - Backpacks on rollers
 - Harassment or intimidation of any kind
3. Cell phones are not permitted to be on during classroom instructional time, unless the teacher is using them for instructional purposes. Volume on devices must be turned off upon entrance to the building. Middle school students are not permitted to use their cell phones in the hallway.
 4. Do not litter or damage buildings, furniture, or grounds. Parents/Guardians will be responsible for any costs for replacement of damaged items.
 5. Students are permitted to carry plastic bottles containing only water during the school day. All plastic bottles must be sealable.

DISCIPLINE CODE

INTRODUCTION

One of the most important responsibilities we have as members of the school community is to behave appropriately. Appropriate behavior enables students to learn and teachers to teach.

To insure appropriate behavior, this discipline code was written and is reviewed each year. The discipline code explains the rules of the school and the kind of behavior that is expected of the school community. If a student chooses not to behave appropriately, the discipline code explains the action to be taken. Grounds for disciplinary action apply whenever a student's conduct is reasonably related to school or school activities, including but not limited to:

1. On school grounds before, during or after school hours, or at any other time when the school is being used by a school group;
2. Off school grounds at a school-sponsored activity, or event, or any other activity or event which bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function or event;
4. Anywhere, if the conduct may reasonably be considered a threat or an attempted intimidation of a staff member.
5. Using social media to intimidate, threaten, or engage in inappropriate exchanges related to school and/or peers.

Everyone must work together to make school a safe and enjoyable place to learn. Questions about the discipline code should be referred to the school principal.

GOALS AND OBJECTIVES OF THE DISCIPLINE CODE

The Discipline Code is based upon the following objectives: to teach, and to encourage.

Teaching- We teach students to support one another and feel good about themselves.

Encouraging- We encourage the development of students to strive and perform to the best of their ability in school, understanding the importance of setting high expectations for later success.

Our ultimate goal is to provide our students with an exceptional learning environment that promotes college and career readiness.

APPLICATION

This Discipline Policy will apply to all students of the Southern Huntingdon County School District, while attending school, going to and from school, attending any function during or after school, either as a spectator or participant, of which the Southern Huntingdon County School District is a sponsor or participant.

The Southern Huntingdon County Discipline code includes, but is not limited to the offenses and responses contained herein. The Principal, at their discretion, may make a determination of any case not specifically mentioned herein, following the guidelines for similar type offenses.

STUDENT RIGHTS

The student has the right to:

- A free and appropriate education while assuming certain responsibilities which reflect student self-discipline.
- Enjoyment and benefit from the opportunities for learning in an environment which nurtures academic, physical, social, and emotional development.
- The respect from peers.
- The respect of rights by all adults involved in their education.
- Utilization of school facilities, materials, and equipment which have been provided for their educational; and recreational use.

No student has the right to interfere with the education of their fellow students.

STUDENT RESPONSIBILITIES

Student responsibilities are many and begin with those which the student has to self, to peers, to adults, to their school building and its surroundings, and to their community. In particular, students share with the

administration and faculty in the responsibility to develop a climate within the school which contributes to worthwhile learning and living. Student responsibility also includes:

- Regular school attendance.
- Conscientious effort in classroom work.
- Expressing ideas and opinions in a respectful, courteous manner, taking care not to offend others.
- Respecting the rights of students, cafeteria, and custodial personnel, office staff, bus drivers, teachers, administrators and all others involved in the educational process.
- Observing the rules and regulations of student behavior for Southern Huntingdon County High School/Middle School.
- Properly using school materials, equipment, and facilities in a manner that prevents costly damage.
- Caring for all textbooks and library books issued to them. All books must be accounted for or paid for prior to the end of the school year if lost. A fee will be charged for books damaged beyond the extent of normal use.

PARENT/GUARDIAN RESPONSIBILITIES

It is the responsibility of parents to:

- Follow all general provisions outlined in chapter 11 of the PA school code concerning attendance and truancy.
- Encourage students to regularly attend school.
- Encourage students to complete all assignments on time.
- Be aware of and supportive of the rules and regulations for student behavior.
- Cooperate with the school regarding the discipline and student dress code.
- Assist the entire school staff in operating a safe school for all students.
- Oversee school projects outside the school building.
- Participate in school conferences.
- Review and discuss student handbook.
- Complete handbook verification form.

The District holds the expectation of its teachers and administrators to meet with parents to discuss sometimes difficult situations. During these conversations, both parties have the right to express their concerns appropriately. While the District realizes that all solutions may not be agreed upon by both parties, we expect each party to remain professional both in person and on Social Media or guardians should make complaints through official school channels rather than posting complaints on social networking sites.

Parents and guardians are to immediately bring any social media policy violations or concerns to school officials. School officials will not mediate social media issues between students or parents unless it directly affects the school and/or it is during school hours.

The School considers the following examples to be inappropriate uses of social networking sites. (This list is non-exhaustive and intended to provide examples only):

Making allegations about staff or pupils at the School/cyber-bullying;
Making complaints about the School/staff at the School;
Making defamatory statements about the School or staff at the School;
Posting negative/offensive comments about specific pupils/staff at the School;

Parents should also ensure that their children are not using social networking/internet sites in an inappropriate manner. It is expected that parents/guardians explain to their children what is acceptable to post online. Parents/guardians are also expected to monitor their children's online activity, including in relation to their use of social media.

CONSEQUENCES

The administration, faculty, staff, and all employees of the Southern Huntingdon County School District will attempt to work with students and family to ensure the opportunity for the student to succeed. Procedures such as teacher-student conferences, phone calls to parents, use of counseling personnel, administrator teacher-student conferences, and administrator-parent-student conferences will be used to maximize student potential. In some cases, for those attempts to work with students who are unwilling to cooperate and maintain order, we will apply various forms of consequences and loss of privileges.

The general procedures will be as follows: **NOTE: Administration reserves the right to deviate from this procedural outline at any time.**

1st Offense – Lunch detention, after school detention (or warning) depending on offense.
Student/Teacher Conference, parent phone call/email message.

2nd Offense – Up to 3 hours of after school detention, lunch detention, ISS and parent contact

3rd Offense – ISS, after school detention, and parent contact. In school detention will be utilized at the discretion of the administration.

4th Offense – OSS and possible change of educational placement.

***Anytime there is an out of school suspension, a parent/guardian conference may be required before a student is permitted to return to school**

**** Some disciplinary action may result in automatic suspensions; refer to procedures on disciplinary actions for details**

Lunch Detentions, after school detentions, in-school detentions, in-school suspensions, out of school suspensions, removal of field trips, loss of driving/riding privileges, and/or no attendance to after school activities will be used as necessary. Students must have completed all assigned detentions to qualify for field trips and/or attend after school practices (including sports, band, band front, and chorus, etc.) and other

extra-curricular/school-related activities (including the Snowball Dance, Mini Prom, Prom and senior trip). The student may be denied based on current discipline reports.

LEVELS OF CONDUCT

Level One

Acts that are minor, but interfere with normal classroom operations, school operations, and/or bus operation.

Examples include (not an inclusive listing):

- Classroom disturbance
- Dishonesty
- Tardiness to class
- Violation of the dress code
- Inappropriate language
- Cafeteria misconduct
- Disruption of the learning environment

Disciplinary action will begin at the 1st Offense Level of the consequences listed previously but not limited to this level where school policies/law may dictate otherwise.

Level Two

Frequent or serious acts that disrupt the learning climate of the classroom, school and/or bus.

Examples include (not an inclusive listing):

- Continued Level One Acts of Misconduct
- Defiance
- Forgery or the use of forged notes and excuses
- Giving false information
- Out of assigned area
- Skipping class
- Skipping assigned detention
- Bullying

Disciplinary action will begin at the 2nd Offense Level of the consequences listed previously but not limited to this level where school policies/law may dictate otherwise. If there is more than one misbehavior under level two during the same incidence, discipline will begin at the 4th Offense Level of the consequences listed previously.

Level Three

Acts directed against persons or property that may endanger the health and safety of others in the school and which may be in violation of the law.

Examples include (not an inclusive listing):

- Continued Level Two Acts of Misconduct
- Vandalism
- Pushing/Shoving/Slapping/Kicking (State Police contact may be made)
- Possession of matches or lighter
- Possession of tobacco products
- Possession of e-cigarettes/vapes
- Stealing
- Trespassing
- Pulling other students' shorts or pants down to expose underwear or body of the student
- Inappropriate Touching
- Technology violation
- Disrespect to faculty and staff.

Disciplinary action will begin at the 4th Offense Level of the consequences listed previously but not limited to this level where school policies/law may dictate otherwise. Possession of tobacco, E-cigarettes or vapes will result in a citation being issued.

Level Four

Behaviors so serious as to require action that will result in at least the temporary removal of the students from the school.

Examples include (not an inclusive listing):

- Arson
- Continued Level Three Acts of Misconduct
- Fighting (Physical altercations/fighting will result in a minimum of 3 days of out of school suspension and police contact.)
- Bomb threats
- Possession of weapon
- Taking property of other with force or violence
- Possession or use of a controlled substance (drugs/alcohol) and/or drug paraphernalia or inappropriate use of inhalants.
- Terroristic Threats
- Using extreme profanity or name calling directed at a staff member

Disciplinary action will begin at the 5th Offense at Level four of the consequences listed previously but not limited to this level where school policies/law may dictate otherwise.

It is urged that in all cases, except those involving infractions of the penal code, the attempt be made to resolve problems informally. In doing so, school personnel should make full use of all supporting services, both those within the school and those outside.

CELL PHONE POLICY

- a. Use – 3 Strike Policy
 - i. Strike 1 – Warning, lunch detention, or after school detention.
 - ii. Strike 2 – ISS. Phone must be handed into the office.
 - iii. Strike 3 – Additional ISS for every offense. Phone must be handed into the office. Parent/Guardian notified. Students lose phone privileges during the school day for the remainder of the year.
 - iv. Cell phone boxes in the classroom are to be used at the teacher's discretion. Any violations of the cell phone policy may require the student putting their phone in the box during certain periods or the entire day.
 - v. School resource officer/PA State Police may be notified if phone infraction relates to harassment, bullying, threats, or inappropriate content.

NOTE – If a student is compliant on the first offense, the administration reserves the right to refrain from disciplinary consequences. If a student refuses to cooperate by turning their cell phone into the office, the student loses phone privileges and the student is suspended out of school until the Parent/Guardian comes in for a conference.

- b. Videos, Pictures and Uploads
 - i. Phone is handed into the office. All incidents involving a student taking a picture or video and/or uploading/sharing it will result in automatic school Resource Officer involvement. Upon investigation of the incident, Pennsylvania State Police may be contacted.
 - ii. School disciplinary consequences will vary depending upon the individual circumstances. Disciplinary consequences can include: Lunch detention, after school detention, In-school suspension, out of school suspension, and placement in our Alternative Education Program.
 - iii. Any type of video, picture, share or upload of sexual nature will be immediately reported to the Pennsylvania State Police. School disciplinary consequences will be determined after the state police investigation has been conducted.

DEFINITIONS AND SCHOOL POLICIES

CHEATING, COPYING, and PLAGIARISM

Cheating/copying/plagiarism are forms of dishonesty which are morally deteriorating to the character of the individual and the good name of the school. Neither will not be condoned under any circumstance and a

student found guilty will face the following disciplinary action: 1) If cheating, copying, and/or plagiarism occur on any quiz, test, report, or project which is part of the nine-weeks unit of work, the student will be given an “0” for that assessment; 2) If a second occurrence is found, the student may receive an “F” for that nine-week marking period; 3) If a third occurrence is found in the same class, the student will fail that subject for the year. Parent/Guardian will be called in all instances by the teacher.

Plagiarism defined:

Honesty requires that any ideas or materials taken from another source for either written or oral use must be fully acknowledged. Offering the work of someone else as one’s own is plagiarism. The language or ideas thus taken from another may range from isolated formulas, sentences, or paragraphs to entire articles copied from books, periodicals, speeches, or the writings of other students. The offering of materials assembled or collected by others in the form of projects or collections without acknowledgment, also is considered plagiarism. Any student who fails to give credit for ideas or materials taken from another source is guilty of plagiarism. (Indiana University Academic Handbook, 1997, p. 124).

VIOLATIONS OF SCHOOL POLICY AND STATE LAW

The following infractions are clearly of a most serious nature and are not only violations of school policy, but are violations of the State Penal Code. Because the District is concerned with the welfare and safety of its students and staff the following policies will be in effect. The anti-bullying policy was implemented during the 2007-2008 school year.

DISRUPTION TO THE LEARNING ENVIRONMENT

Administration reserves the right to determine if certain actions, events, clothing, or other distractors in the classroom or on school property are disruptive of the learning environment. These items can restrict the education of other students in attendance. This may be considered insubordination and fall under the discipline code set forth by the Southern Huntingdon County School District.

VIOLENCE POLICY

I. General:

The legislature has passed a “Safe Schools” law for the purpose of providing a safe educational environment in Pennsylvania Schools. Each school district is required to develop a written policy regarding expulsions for possession of weapon.

- A. Expulsion for Weapon Possession:** Any student who is determined to have brought a weapon onto any school property, any school-activity, or any implement of school transportation will be **expelled for a period of not less than one year.**

Weapon is defined to include, but not be limited to, any knife, cutting instrument, or cutting tools; nunchucks; firearms - shot guns, rifles, handguns; powered, liquid or aerosol chemical sprays; cigarette

lighters and any other tools, instrument or implement capable of inflicting serious bodily injury.

1. The Superintendent may, in his discretion, recommend discipline short of discharge on a case-by-case basis. Any reduction in discipline is not to be considered a precedent to be followed in future cases.
2. The Superintendent shall take all steps necessary to comply with Individuals and Disabilities Education Act.
3. Nothing in this policy shall be construed as limiting the duty of a school to make an alternative assignment or provide alternative educational service during the period of expulsion.
4. An exception can be made when the weapon replica is being used as part of a school approved program with prior approval from the administration.

B. Reporting Provisions: The District shall immediately report all incidents involving the possession of a weapon to **local law enforcement** officials.

1. Reporting to the Local Law Enforcement Agency shall be made in accordance with a written procedure developed as a joint project with the law enforcement agency.
2. The District shall report to the state **Department of Education**, on a semi-annual basis, all incidents or acts of violence or prohibited possession of a weapon under this policy. These reports shall include
 - a. The student's name, address, age, and grade;
 - b. The circumstance surrounding the incident, including type of weapon;
 - c. The sanction imposed by the school;
 - d. The notification of law enforcement;
 - e. The remedial programs involved;
 - f. The parental involvement required;
 - g. Any arrests, adjudication, or convictions, if known.

C. Affidavit of Parent/Guardian: The District shall, prior to the registration of any student, obtain from the student's parent/guardian and affidavit detailing any suspensions or expulsions from any school system in the U.S. which were the result of violence or the possession of a weapon.

D. Availability of Records: Records created under this policy will be available for inspection to the student and his parent/guardian, others having control or charge of the student, school officials, and state and local law enforcement officials as provided by law. Available records are:

1. A statistical summary of acts of violence on a school-by-school and a district wide basis.
2. The disciplinary records of any student will be available to that student and their guardian.

E. Authority: Any firearm and weapon possessed on or about a person while on school property, at any school-sponsored activity, or on any implement of school transportation is subject to seizure and

forfeiture.

- F. **Terroristic Threats:** Police contact will be made and a recommendation for expulsion will be made to the School Board.

Replicas

All replicas (toy guns, rubber knives, etc.) are banned from school property. Since these items may be used to intimidate other students, possession of such will be subject to the District's Violence Policy.

Bomb Threats

Occasionally a bomb threat is made against the high school or to a school official. When this occurs, the principal and school district officials are notified and the fire drill alarm is sounded. The fire department and local and state police are called to help search the school and investigate the bomb threat. Students may be sent home or they may remain outside the building under supervision of the staff until the building is declared safe for re-entry.

School officials emphasize that bomb threats, even if made in jest, are serious crimes. Persons who make such threats violate state laws and are charged with a criminal offense carrying severe penalties. Students who make bomb threats are expelled from school and tried in the local Juvenile Court.

Anti-Bullying Policy

1. **Purpose:** The Southern Huntingdon County School District is committed to providing all students and employees with the right to a safe and civil educational environment, free from harassment or bullying. SHC recognizes that bullying interferes with the learning process, and may present an obstacle to the academic, career and technical, and social/emotional development of students. Bullying can also escalate into serious violence.
2. **Definitions: Bullying** shall mean a pattern of repeated harmful behavior by a person toward another person. This may include a wide variety of behaviors, with deliberate intent to hurt, embarrass, or humiliate the other person. Researchers have identified four (4) forms of bullying:
 1. **Physical** - the most commonly known form; includes hitting, spitting, pushing and damaging, extorting or taking a student's personal property.
 2. **Verbal** - includes taunting, malicious teasing, name-calling, and making threats.
 3. **Psychological or Relational** – involves spreading rumors, manipulating social relationships, and engaging in social exclusion or intimidation in person or on social media platforms.
 4. **Cyber-Bullying** – forms of verbal and psychological bullying may also occur on the internet through e-mail, messaging, or personal profile and social networking web sites.

Cyber-bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, teacher or employee of the district by sending or posting inappropriate or derogatory e-mail messages, text messages, digital pictures or images, or web site postings (including blogs). All forms of cyber-bullying are unacceptable and, to the extent that such actions are disruptive of the educational process of the district, offenders shall be the subject of appropriate discipline.

3. **Authority:** It shall be a violation of this policy for any person to bully another person on district grounds, at any school activity, or on the way to or from school.
4. **Delegation of Responsibility:**
 1. Responsibility of students, parents/guardians, families to adhere to policy and report bullying behaviors.
 2. Responsibility of employees to take immediate, appropriate steps to intervene, including reporting bullying behaviors to the designated administrator.
 3. Responsibility of the designated administrator to enforce the policy clearly and consistently coordinate education of students, parents/guardians, and teachers regarding the policy.
5. **Guidelines:** Student, Parent/Guardian and Employee Reporting

The school district strongly encourages all students and parents/guardians who become aware of any act of bullying to immediately report that conduct. Students may report acts of bullying to their teachers, school counselors, building principal or other school employees supervising school sponsored activities. Parents/guardians may contact the building principal to report acts of bullying. If employees cannot reasonably remediate acts of bullying through their own intervention, they should report the bullying to the building principal.

Investigation Procedures:

Each building principal or designee is authorized to investigate reports of bullying brought to their attention by student parents/guardians or school employees. Any investigation of a report may include meetings with students, parents/guardians or employees, a review of student records, and other reasonable efforts to understand the facts surrounding a reported incident.

DISCIPLINARY MEASURES WILL BE IMPLEMENTED TO THOSE IN VIOLATION OF BULLYING ACCORDING TO THE “LEVELS OF CONDUCT”

Procedures for Bullying

The Southern Huntingdon County School District has procedures to follow in accordance with the faculty handbook and policy for bullying.

1. The district will maintain a policy on procedures for bullying and cyber bullying for all faculty, staff and students.
2. The bullying policy is included in the faculty handbook and student handbook.
3. The district has an anti-bullying program in place for all students. The program is coordinated by the school counselor.
4. The Olweus Program lessons are provided monthly to all teachers from the school counselor. The teacher then gives instruction to the students on bullying based on those lessons.
5. This program increases the awareness of all faculty, staff, and students on the problems of bullying.
6. Examples of bullying may include physical, verbal, psychological or relational, and cyber bullying. All of these are covered in the Olweus program.
7. The procedures for investing a complaint are also found in the faculty and student handbook.
8. It is the responsibility of students, parents/guardians, who become aware of any act shall report it to the teachers, school counselors, building principal, or other school employees supervising an event.
9. The building principal or designee is authorized to investigate reports of bullying that are brought to their attention. This may include meetings with students, parents/guardians, or employees. All possible reasonable efforts to understand the facts surrounding a reported incident will be included in the investigation.
10. Once the incident is completely investigated, depending on the outcome, disciplinary measures will be implemented to those in violation of bullying according to the "levels of conduct."

ALCOHOL/CONTROLLED SUBSTANCE POLICY

The possession or consumption of any alcoholic beverage or controlled substance while being transported to and from school, on school property, or during an extra-curricular event (home or away) that the school is participating in will result in notification of the State Police of the violation, which may lead to arrest, prosecution, a 10 day out-of-school suspension, and a possible expulsion hearing before the School Board. A hand- held breathalyzer device may be used to determine if there is a likelihood of alcohol consumption.

It is the intent of the school district to prevent misuse and abuse of restrictive drug and alcoholic substances within the district and to provide behavioral alternatives to drug and alcohol-influenced lifestyles. The policy is not restricted to prohibition but includes such areas as education and counseling. A basic intent, however, is that the sale, use possession, or transfer of, or being under the influence of, alcohol, narcotics, hallucinogens, or restricted drugs by students on school property or at any school-related or sponsored activity will not be tolerated.

RESPONSIBILITIES OF THE STUDENT

1. The student is expected to be knowledgeable about the existing policy.
2. The student shall be aware of the availability of counseling provided by the district, directly or indirectly.
3. The student shall be aware of the right to confidentiality when such assistance is sought. This right includes withholding any information about the situation and its treatment from any persons, including parent/guardian, unless authorization is granted by the student. A Student voluntarily seeking support is not subject to disciplinary action.

RESPONSIBILITIES OF THE SCHOOL DISTRICT

1. EDUCATION

- (a) The district will educate its students, staff and administration of the students' rights to confidential counseling and to the procedure detailed below should intervention be required.
- (b) The district seeking to develop a curriculum in the area of health and living will provide students with affirmation of the value of healthy human relationships.

2. INTERVENTION

- (a) An emergency situation related to drug use shall be recognized and treated as a medical emergency. All standard medical emergency procedures shall be followed. Parents will be immediately notified of a medical emergency. Confidentiality, particularly the knowledge of drugs being involved, shall be maintained.
- (b) Any incident of suspected violation of the policy will be reported to the principal by the person observing such use or possession. (See plan attached)
- (c) The principal will immediately report details of the incident to the district Superintendent, and within twenty-four hours prepare a written report for the Superintendent. In all situations confidentiality will be preserved.
- (d) If the principal believes that the policy has been violated, he will implement a preliminary hearing for the student in the principal's office. Pending the outcome of the preliminary hearing, he may order an out-of-school temporary suspension.
- (e) If necessitated, an informal hearing will be scheduled and attended by student, principal and representative of the superintendent. Parents and other appropriate people, as agreed on by all parties, will be invited. If evidence is presented that the district's policy appears to have been violated, a formal hearing will be scheduled before the Board of Directors, and suspension of the student will be continued. The principal and superintendent's representative may also suggest that the student meet with a counselor or support person prior to the formal hearing.
- (g) Pending the outcome of the informal hearing, a formal hearing before the Board of School Directors will be held on the seventh school day after preliminary hearing, consistent with all aspects of due process requirements. Further action, if any, will be the

decision of the board.

ALCOHOL TESTING OF STUDENTS

Schools need to be a safe environment for students to learn the fundamentals that will help them in the future. In order to make sure that we can provide this learning environment, we must be able to make sure students come ready to learn. If students are under the influence of alcohol, their learning capacity is limited.

The Southern Huntingdon County School District has purchased a Passive Alcohol Sensor (P.A.S.) to assist in identifying any student that may be under the influence of alcohol. The P.A.S. is used to check alcohol presence/absence. By simply breathing into the “flashlight”, the P.A.S. can detect if alcohol is present. The P.A.S. can also be used to detect open containers of alcoholic beverages.

If students are suspected of being under the influence or having a container with alcoholic contents, the student will be tested using the P.A.S. If a positive result is indicated, further testing may be required by law officials.

Our goal is to make our school a safe place to learn.

SMOKING POLICY

The Board recognizes that smoking and other use of tobacco presents a health hazard which can have serious consequences for both the smoker and the nonsmoker and is, therefore, of concern to the Board.

For purposes of this policy, “smoking” shall mean all uses of tobacco, including cigars, cigarettes, pipes, e-cigarettes, vapes and smokeless tobacco. In order to protect students and staff from the safety hazards of smoking and from an environment noxious to nonsmokers, the Board prohibits smoking by students in school buildings, on school grounds and in school busses. This policy includes the use of e-cigarettes and vaping under the school districts discipline policy only.

Pennsylvania State SB 1315 calls for a summary offense and \$50.00 fine plus court costs for those students convicted of using or possessing any tobacco product in school buildings on school grounds, and in school buses.

STUDENTS USING OR IN POSSESSION OF TOBACCO PRODUCTS WILL RECEIVE THE SUMMARY OFFENSE AND DISCIPLINARY MEASURES WILL BE ENACTED AT LEVEL 3 (See “Levels of Conduct”)

DRUG LOOK-ALIKES

Any property (sugar, oregano, etc.) which is portrayed as a controlled substance will be disciplined as such. Again, the welfare of the student populace is the District's sole concern regarding this policy.

VIOLATIONS OF THE STATE VEHICLE CODE

Any driving practice which is a threat to the safety and welfare of our citizenry will result in the loss of driving privileges for a duration to be determined by the severity of the incident. If the District believes a driving practice to be life-threatening, privileges may be revoked for one calendar year.

VANDALISM OF SCHOOL PROPERTY OR BUSES

The destruction of school property or school buses will result in notification of the incident to the State Police, arrest, prosecution, suspension or a School Board expulsion hearing. In addition, restitution for all damages will be required.

SEXUAL HARASSMENT

It is the policy of the Southern Huntingdon County School District to maintain a learning and working environment that is free of sexual harassment.

Sexual harassment may include, but not limited to the following: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person with sexual or demeaning implications; unwelcome touching; suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, jobs, etc.

Any person who alleges sexual harassment by a student in the district may complain directly to the building principal, school counselor or other individual designated to receive such complaints. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status; nor will it affect future grades.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the district's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

A substantiated charge against a student in the school district shall subject that student to disciplinary action including suspension or expulsion, consistent with the student discipline code.

DUE PROCESS

Any time a pupil's right to attend school is in jeopardy because of a misconduct offense, the basic elements of due process will be followed before the pupil is barred from attending school. An exception to the procedure would occur when the principal believes the offending pupil presents an immediate threat to the health, safety and welfare of himself/herself and to others, in which case the suspension would be immediate and the due process followed later either by telephone or other means. Due process would involve:

- The Principal/Designee telling the offending pupil what rule, regulation or policy they have broken;
- The Principal/Designee will explain to the pupil, if breaking the rule, regulation or policy is denied, why they believe they are guilty;
- The pupil/parent will be given opportunity to tell their version of what happened.

STUDENT GUIDELINES FOR CLASS TRIPS, FIELD TRIPS, TEAMS, CLUBS and END OF THE YEAR PROGRAMS

1. The students are reminded that they are representing the Southern Huntingdon County School and are obligated to follow school policy regarding behavior, speech and conduct.
2. If any student violates school policy, they are subject to disciplinary action just as if they were in school.
3. Additional rules and guidelines may be set down by the chaperones. These include but are not limited to the examples listed below.
 - a. The use of profanity, defiance, fighting or disobedience-the student will receive the same disciplinary action as mentioned in the code. Chaperones may make additional onsite restriction to solve the problem.
 - b. The consumption or possession of alcohol and/or controlled substances or the destruction of property will result in disciplinary action within the code, and in addition, the student will not be permitted to attend or participate in the prom, class day, baccalaureate, or graduation exercises for that year. Also, the student may be prohibited from participating in or attend any extracurricular activities for the remainder of the year.
 - c. Breaking special rules set down by the chaperones will result in disciplinary action within the code and in addition the student may not be permitted to attend or participate in the prom, class day, baccalaureate, or graduation exercises for the school year. Also, the student may be prohibited from participating or attending any extracurricular activities for the remainder of the school year.
 - d. The students are bound by the school code, concerning alcohol, and not by the legal drinking age of that state or district they are visiting.

- e. Members of the class trip are not permitted in areas unauthorized by the chaperones.
4. A copy of the above rules, along with any additional rules will be sent to the homes of students going on the class trip. The parent/guardian and the student will sign and return the form to the school. These signatures indicate that all parties have read and understand what is expected of the student.

Failure of the student to abide by the rules may result in the student being sent home at the parent's expense. Failure of the student or parents to sign the form will result in the student not going on the trip.

5. Students who are not allowed to attend graduation for disciplinary reason or personally choose not to attend will not receive their diplomas until the following business day after graduation exercises.

The District and community must work together to achieve this goal. The school community includes the student body, faculty, administration, school board and parent/guardian.

EQUAL RIGHTS ORGANIZATION

It must be recognized that to establish and maintain an atmosphere of openness and mutual respect for the personal worth and dignity of each and every person at Southern Huntingdon County School.

To comply with Federal Laws (including Title IX of Education Amendments of 1972), State Laws and State Department of Education regulations concerning equal rights and opportunities and to assure those within our community, the Southern Huntingdon County School District declares itself to be an equal rights and opportunities school district. As an equal rights and opportunities school district, it does not discriminate against individuals or groups because of race, color, national origin, religion, age, sex, marital status, or non-relevant handicaps and disabilities. The School District's commitment to non-discrimination extends to students, employees, prospective employees, and the community.

Book	Policy Manual
Section	200 Pupils
Title	Weapons
Number	218.2
Status	Active

Legal

1. 24 P.S. 1301-A
2. 24 P.S. 1317.2
3. Pol. 218
4. Pol. 233
5. 22 PA Code 10.23
6. 20 U.S.C. 1400 et seq
7. Pol. 103.1
8. Pol. 113.1
9. Pol. 113.2
10. Pol. 805.1
11. 24 P.S. 1302.1-A
12. Pol. 805
13. 24 P.S. 1303-A
14. 22 PA Code 10.2
15. 22 PA Code 10.21
16. 22 PA Code 10.25
17. 18 U.S.C. 921
18. 18 U.S.C. 922
- 20 U.S.C. 7114
- 20 U.S.C. 7151
- 18 Pa. C.S.A. 912
- 22 PA Code 403.1
- 34 CFR Part 300

Adopted

March 18, 2003

Last Revised

November 19, 2013

Purpose

The Board recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law.

Definitions

Weapon - the term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and any other tool, instrument or implement capable of inflicting serious bodily injury.[1][2]

Possession - a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; and under the student's control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school.

Authority

The Board prohibits students from possessing and bringing weapons and replicas of weapons into any school district buildings, onto school property, to any school-sponsored activity, and onto any public vehicle providing transportation to school or a school-sponsored activity or while the student is coming to or from school.[2][3]

The Board shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law and Board policy. The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis.[2][4]

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[2][5][6][7][8][9][10]

Delegation of Responsibility

The Superintendent or designee shall react promptly to information and knowledge concerning possession of a weapon. Such action shall be in compliance with state law and regulations and with the procedures set forth in the memorandum of understanding with local law enforcement officials and the district's emergency preparedness plan.[11][12][10]

Guidelines

The Superintendent or designee shall immediately report incidents involving weapons on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[11][13][2][14][15][10]

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving weapons as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.[14][16][10]

In accordance with state law, the Superintendent shall annually, by July 31, report all incidents involving possession of a weapon to the Office for Safe Schools on the required form.[13][10]

The building principal shall annually inform staff, students and parents/guardians about the Board policy prohibiting weapons and about their personal responsibility for the health, safety and welfare of the school community.

An exception to this policy may be made by the Superintendent, who shall prescribe special conditions or administrative regulations to be followed.[2]

In accordance with federal law, possession or discharge of a firearm in, on, or within 1,000 feet of school grounds is prohibited. Violations shall be reported to the appropriate law enforcement agency.[17][18]

Transfer Students

When the school district receives a student who transfers from a public or private school during an expulsion period for an offense involving a weapon, the district may assign that student to an alternative assignment or may provide alternative education, provided the assignment does not exceed the expulsion period.[2]

GENERAL INFORMATION

STUDENT ATTENDANCE

ATTENDANCE REQUIREMENTS

Any child who has not yet attained the age of eighteen years shall be required to attend school regularly during the entire school year.

The school year consists of 180 class days between August and June with a number of weekdays and the entire summer devoted to vacations. If there are any additional days to make up to complete the 180 days of school, they will be added either during the school year or at the end of the school term.

The Board of Education of the Southern Huntingdon County School District recognizes its obligation to require students enrolled in its school to be present in class in order that they may gain the maximum benefit from their educational experience. Consistent with this philosophy, it is necessary to establish a minimum number of days of attendance and participation as a requirement for the awarding of course credit.

The Southern Huntingdon County School District is committed to the philosophy that every student should attend every class every day. Regular attendance and promptness are expected in all classes and are developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate objectives for any course. Learning that is lost due to absence can never be adequately replaced.

This policy is adopted for the benefit of the students (grades 6-12), parents/guardians, and the communities in which the school serves. Students will be expected to be in attendance on all of the days and hours that school is in session unless appropriate reasons exist to justify their absence. Absenteeism from school will be categorized as excused, unexcused, or illegal.

ILLEGAL ABSENCE- Charged to any student 17 years of age or younger for a violation of the State's Compulsory Attendance Law pertaining to truancy.

UNEXCUSED ABSENCE- Charged to any student 18 years of age or older for truancy.

ILLEGAL/UNEXCUSED ABSENCES

1. Truancy
2. Forged excuses
3. Sleeping in, helping at home, baby-sitting, running errands, shopping, missing the bus, disapproved trips and outings, and all other absences not classified as excused.
4. Parental request at administration's discretion.
5. Working, unless pre-approved by the administration.

EXCUSED ABSENCES

1. Illness verified by a doctor, including their signature, will only be accepted if the student was seen by the Doctor.
2. Death in the family
3. Medical appointments which cannot be scheduled during non-school hours.
4. Religious holidays as designated by the Department of Education.
5. Administrative reasons: school activities, college visits, etc.
6. Suspension
7. Court order
8. Pre-approved educational trips
9. Extenuating circumstance (determined by the building Principal)

ATTENDANCE POLICY

- A written parental excuse is necessary for an absence to be recognized as excused
- All parental excuses for absences must be turned into the attendance officer within three (3) days to be recognized as excused.
- After ten (10) cumulative days of absence a doctor's excuse is necessary for each subsequent absence to be recognized as excused.
- Absences which have been excused upon presentation of a doctor's excuse or those occurring for an educational trip approved by the school district shall not be counted toward the initial ten (10) day period of absence.
- Educational field trips may be revoked if absences exceed school policy. No educational field trip will be approved during any state standardized testing.
- ***If a student misses more than twenty (20) days at the secondary level, the student may be put on non-credit status. Any semester long course would be no more than ten (10) days. See School Board Policy 204.***

PENNSYLVANIA COMPULSORY LAW (Section 1333)

STUDENTS UNDER SEVENTEEN (18) YEARS OF AGE

3RD ILLEGAL ABSENCE-

An official first notice is sent by mail to parents/guardians. The student will be considered **truant** with three unexcused absences.

4th ILLEGAL ABSENCE-

A conference will be scheduled with the parent with the goal of preventing any additional days of truancy. An individualized plan will be developed at the Attendance Improvement Conference.

6th ILLEGAL ABSENCE-

Students will be considered a **habitually truant child** with 6 days of unexcused absences. A referral to Huntingdon County Children and Youth will be made as well as a possible complaint issued to the district magistrate.

UPON CONVICTION

- The parent/guardian will be sentenced to pay a fine up to \$300.00 for the first offense; up to \$500.00 for the second offense; and up to \$750.00 for the third and any subsequent offense.
- A child or parent may also be sentenced to perform community service or complete a course designed to improve school attendance.
- Incarceration- a parent/guardian who fails to comply with a sentence imposed by the Magisterial District Judge may be jailed for up to 3 days.
- The Magisterial District Judge will make a referral to Huntingdon County Children and Youth if there is a second conviction for Habitual Truancy within three years for services or possible adjudication of dependency. The judge may send a record of the child's conviction to the Department of Transportation for suspension of a driver's license or permit.

APPEALS PROCEDURE FOR NON-CREDIT STATUS

1. A written petition for a hearing must be presented to the principal by the parent/guardian no later than ten (10) school days after the receipt of the notification of non-credit status.
2. An attendance appeals committee will be established to hear cases brought by petition from parents/guardians of effected students concerning non-credit status. The committee may excuse one or more of the absences for reasons of sickness, hardship, or other extenuating circumstances and shall consider academic standing and course performance of the student when making the decision. The committee will be comprised of five people, each serving in one of the following capacities:
 - PRINCIPAL/DESIGNEE
 - ATTENDANCE OFFICER
 - SCHOOL COUNSELOR
 - TWO CLASSROOM TEACHERS
3. Appeals to the superintendent relating to decisions of the Attendance Appeals Committee must be made in writing within seven (7) school days of the receipt of the committee's decision.
4. Appeals to the Board of Education relating to the decision of the superintendent must be made in writing within ten (10) days of the receipt of the superintendent's decision.
5. **Board of education decisions shall be final.**

****Nothing in this policy excuses any student from making up the school work missed while absent. It is the student's responsibility to inquire as to what work was missed and make arrangements to make up the missed work, homework, or test on the day of their return. If the student does not make up the work missed while absent, they may fail courses and be retained.**

WRITTEN EXCUSES

Students are allowed three days to present a written excuse to the attendance secretary. Excuses must be written and signed by the student's parent, guardian, or person in parental standing. Failure to submit a written excuse for an absence within 3 days will result in the absences being recorded as unexcused or illegal. The following information must be included in the written excuse:

1. Full name of student
2. Grade and homeroom of student
3. Date(s) of absence; date excuse was written
4. Reason for absence
5. Signature of parent, guardian, or person in parental standing

MORNING PUNCTUALITY

Students are expected to be in their assigned seats in homeroom when the tardy bell rings. **In addition, all students must be in the cafeteria by 8:05 if they plan to eat breakfast.** Unless your bus is late, the names of students who are tardy will be submitted to the attendance officer with the daily absentee slips. Remember homeroom doors will be closed at 8:10. All students arriving after 8:10 need to report to the **counseling office**. Students arriving after 9:30 a.m. will be considered absent for a half a day. Students arriving after 11:15 a.m. are considered absent for a full day. **Excuse, tardy and early dismissal notes should be turned into the counseling office and NOT the front desk in the main office.**

TARDINESS

Tardiness will only be considered "EXCUSED" when students submit a note from a parent/physician within 3 days after the tardiness/late arrival. The following reasons **will** be excused: Sick – Dr. Appt. – Power outage, broken water pipe, no water – Bus problem or breakdown – Court date – Specific serious personal or family emergency (if approved). Sanctions for excessive tardiness are listed below.

The following reasons for being tardy **will not** be excused: Flat tire – Just late – Overslept – Missed the bus – Car trouble – Helping at home – Didn't have a babysitter, etc.

Unexcused Tardies	3 Unexcused Tardies to school	4 Unexcused Tardies to school	6 Unexcused Tardies to school	Excessive Tardies
	Warning, lunch detention, 1 hour after school detention, and possible loss of driving privileges	2 hour after school detention & possible loss of parking privileges up to the remainder of the year. Parent/Guardian contact.	1 day ISS & possible loss of driving privileges. Parent/Guardian contact.	Extended discipline, parent/guardian conference possible loss of all extra-curricular activities

EARLY DISMISSAL BECAUSE OF ILLNESS

Students who become ill at school must notify their teacher who will send them to the school nurse. Students and parents will not decide to leave school because of illness without seeking the nurse. Students need to visit the nurse who will decide if the student should be sent home or to a hospital. The nurse, **not the student**, will make the necessary phone calls to parents and make arrangements for transportation. Students are to sign out in the office once they secure permission from the nurse and parents have been notified by the school.

EARLY DISMISSALS FOR MEDICAL APPOINTMENTS

On the day you have a medical appointment, present a written request from your parent or guardian to **the counseling office**. For early morning appointments, present the written request the previous school day. Upon returning from a medical or dental appointment, students are requested to submit the signed appointment card from the doctor or dentist to the **counseling office**. All requests must be filled out on an official excuse blank issued by the school and contain the specific reason for the early dismissal

PRE-APPROVED EDUCATIONAL FIELD TRIPS

In order to meet our state requirement of **90% attendance**, we have to closely monitor parental requests for excused absences during the school year. Parents who desire to take their children on an educational trip must have advance approval in order for the absences to be considered legal. Please contact the school well in advance of the planned trip to ask for the proper form for requesting approval. The school principal may approve trips of up to ten (10) school days. Trips exceeding this number require the permission of the School Board of the Southern Huntingdon County School District. Since the trip is pre-arranged, students should contact their teachers for assignments prior to the trip and schoolwork missed during the approved

educational trip should be completed upon arrival to school. Arrangements for the completion of this work should be discussed with the child's teacher and/or the building principal.

An approved educational trip request may be denied if a student has been absent for more than 10% of the school days at the time of requesting an educational trip. Any educational trip not approved prior to taking the trip will be considered as illegal absences.

WITHDRAWAL FROM SCHOOL

State law requires you to attend school until the age of 18. Students who wish to withdraw from school, or students of any age who plan to transfer to another school must submit the following to the school counselor.

1. A written and signed statement from a parent containing the name and grade of the student, date of withdrawal, and reason for the withdrawal.
2. A written statement from all teachers that all books, lab materials, and other equipment has been returned.
3. A statement from the principal's office that all financial obligations have been satisfied.
4. Obtain a Withdrawal Form from the office.

WORK PERMITS

Students 14-18 years of age who wish to work during vacations and school hours must first obtain a work permit.

Students must:

- Secure an Application for Work Permit.
- A parent/guardian must sign the form in the presence of a school secretary or execute a statement before a notary public.
- Have the completed form sent to the District Office for processing and issuance of a Work Permit.
- Employer may photocopy the permit but the actual permit should remain with the minor.
- If the minor changes jobs the permit may be used as it is transferrable.

HOMEWORK POLICY

By definition, homework is that study taking place outside the time allotted for classes that supports the learning taking place in class.

We recognize homework as a logical extension of classroom activity. The time scheduled for classes is inadequate to permit all the activity necessary to effective learning, making the work done outside the classroom an integral part of the learning activity. There are several purposes served by homework, namely:

1. To provide practice in the use of skills and concepts learned in scheduled class time. Teachers would be expected to provide practice exercises to further develop learning from the classroom.
2. To provide preparation for further scheduled class activity. Teachers could reasonably be expected to require students to have studied new material before it is dealt with during scheduled class time.
3. To provide extension of learning into new areas. Teachers could reasonably expect students to individually study certain skills, concepts, and segments of knowledge that have not been formally taught in scheduled class time.
4. To provide practice in creativity. Teachers could reasonably expect students to apply thinking abilities to existing knowledge, skills, concepts, and attitudes to the solution of problems and the development of creative expression.
5. We recognize that students, parents, teachers, and administrators have separate responsibilities in making homework of maximum value to the learning process. These guidelines are provided to assist each group in assuming its responsibility.

MAKE-UP OF TESTS OR ASSIGNMENTS

Make-up work: Students should make up tests, quizzes, projects, etc. during class time, before school, or after school.

Prior Knowledge of Absence: Students are to obtain missed assignments prior to their absence. They will have their assignment ready for the next class period unless the assignment was incomplete when given.

Unexpected Absence: **For all half day and one day absences students are expected to have in their possession the work assigned before they were absent.** Students should obtain their assignments upon their return to each class. Allowed make-up time will equal the time the student was absent, with coursework to be completed in the order that it was assigned. If parents wish to have missed assignments for their student, they must call by 9:00 AM to have the assignments ready that day.

Extenuating Circumstances will be dealt with on an individual basis.

Reminder to students: If you wish to appeal an earned grade you will need to contact your school counselor or the principal.

PROGRESS REPORTS

A Supplementary Report (Pink Slip) will be sent home at the mid-point of every nine-week period to provide parents/guardians with an early awareness of any academic difficulties, which frequently lead to other problems reflected by behavior, absenteeism, etc.

GRADING SYSTEM

High School/Middle School

A = 93 -100
B = 85 - 92
C = 75 - 84
D = 70-74
F = below 70

P= PASSING
I= INCOMPLETE
H= HONORS
F= FAILED COURSE

Each teacher may fill-in the correct area for comments on their grade entry sheets for each nine-week period for each subject class:

- | | |
|---|-------------------------------------|
| 1. Commendable Work | 10. Conference requested by teacher |
| 2. Good attitude/interest | 11. Poor test performance |
| 3. Improving attitude/interest | 12. Poor class preparation |
| 4. Good class participation | 13. Poor attendance |
| 5. Works beyond requirements | 14. Poor attitude/interest |
| 6. Good work habits | 15. Works below ability |
| 7. Well-prepared for class | 16. Fails to make-up missed work |
| 8. Uses time well | 17. Fails to follow directions |
| 9. It is a pleasure to have your child in class | |

HONOR ROLL CLASSIFICATIONS

Cumulative Grade Point Average (GPA) of all graded subjects

85-89.99= HONORS
90-94.99= HIGH HONORS
95-100= HIGHEST HONORS

A grade of D or F (74% or below) in any class will preclude any student from making the Honor Roll, regardless of GPA.

Southern Huntingdon County High School National Honor Society

The John F. Kennedy Chapter of the Southern Huntingdon County High School National Honor Society (NHS) accepts new applicants from the senior, junior and sophomore classes at the start of each school year. Eligible students will complete an application to be reviewed by a selected group of faculty council members.

To be eligible for NHS admittance, students must maintain a career grade point average of 93% or higher from freshman year through graduation. In addition, the four character traits of NHS (Scholarship, Character, Service and Leadership) are reviewed for all applicants. If approved, applicants will take part in an induction ceremony held in the fall of the school year. There is a \$10.00 annual membership fee.

All members must participate in a group community service project, possible fundraising efforts and group sponsored activities during the school year.

NHS members are held to high standards as determined by the national organization with the four character traits being reviewed at all times throughout the school year. Failure to comply with the established guidelines may result in disciplinary actions and/or revoking of the student's membership determined by the faculty council members.

REPORT CARDS

A report card is issued every nine weeks to inform the student and his/her parent/guardian of achievement in each subject area. It is suggested that the parent/guardian retain the report cards for their personal reference.

RETENTION

Middle school students who fail 2 core courses (Math, English, Reading, Social Studies, Science) or 1 Core Course and 3 of any of the following courses (Physical Education, Mini Courses, Band and Chorus) will be retained in the same grade level for the next school year. Summer school information will be available through our counseling department until the end of May. It is the individual's responsibility to contact the school counselor for summer school information. Additionally, students who have failed or struggled with either math or reading during the school year maybe enrolled in additional math and reading courses.

High school students who do not earn enough credits for the school year, or cumulatively, may be retained in the same grade and homeroom.

GRADE APPEAL

Please address your concern(s) in writing to the Principal. They will investigate the situation and you will receive a ruling in writing or at a conference.

GRADE INFORMATION ON LINE

When available, parents will be notified of their ability to log onto a website and be able to check their children's assignments and grades in real time. You will be able to see when graded assignments are due and the graded result of the assignment. If you would like access to this website please contact the school secretary.

Act 158 Graduation Requirements

Act 158 was signed into law on October 24, 2018, shifting Pennsylvania's reliance on high stakes testing as a graduation requirement. Act 158 of 2018, in conjunction with Act 6 of 2017, expands the options for students to demonstrate postsecondary readiness. Formerly, Pennsylvania's statewide graduation requirements were more restrictive, requiring most students to pass the Keystone Exams - end of course exams in Algebra I, Literature, and Biology. The new statewide graduation requirements were set to take effect starting with the graduating class of 2022. However, on November 25, 2020, the Governor signed Senate Bill 1216, making it Act 136 of 2020. Act 136 shifted the new statewide graduation requirements to take effect starting with the class of 2023. It did not modify the actual requirements. Act 158 of 2018 establishes five pathways for students to demonstrate college, career, and community readiness. The High School guidance team is available to support students in determining the pathways to graduation that are appropriate and achievable for each individual student.

Southern Huntingdon County School District students in the class of 2023 forward can meet the statewide graduation requirement through one of the following pathways:

Pathway 1: Keystone Proficiency Pathway: Scoring proficient or advanced on each of the Keystone Exams - Algebra I, Literature, and Biology.

Pathway 2: Keystone Composite Pathway: Earning a satisfactory composite score (4452) on the Algebra I, Literature, and Biology (while achieving at least a score of proficient on at least one of the three exams AND no less than a score of basic on the remaining two exams).

Pathway 3: Alternative Assessment Pathway: Earning a passing grade in the courses associated with each of the Keystone Exams on which a score of proficiency was not achieved AND satisfactorily completing one of the following:

- Attainment of an established score on one of the following approved alternative assessment: SAT (Score of 1010); PSAT (Score of 970); ACT (Score of 21); ASVAB (the minimum score needed to gain admittance to a branch of the armed services in the year the student graduates);
- Attainment of Gold Level on the ACT WorkKeys Assessment;

- Attainment of a 3 or higher on an Advanced Placement test in the content area associated with each Keystone Exam in which a score of proficiency was not achieved. [Click here](#) to see a list of AP Exams that are equivalent to each Keystone Exam;
- Successful completion of a concurrent enrollment course in the content area associated with each Keystone Exam in which a score of proficiency was not achieved.
- Successful completion of a pre-apprenticeship program;
- Acceptance in an accredited 4-year nonprofit institution of higher education and evidence of the ability to enroll in college-level coursework. (i.e. letter of acceptance, placement test results, college registration form, etc.)

Pathway 4: Evidence Based Pathway: Earning a passing grade in the courses associated with each of the Keystone Exams on which a score of proficiency was not achieved AND demonstrating three pieces of evidence consistent with goals and career plans.

Including one of the following pieces of evidence:

- Attainment of Silver Level on the ACT WorkKeys Assessment;
- Attainment of a 630 on an SAT Subject Test;
- Attainment of a 3 on an Advanced Placement test;
- Acceptance to an accredited nonprofit institution of higher education other than a 4-year institution and evidence of the ability to enroll in college level coursework; (i.e. letter of acceptance, placement test results, college registration form, etc.)
- Attainment of an industry-recognized credential;
- Successful completion of a concurrent enrollment or postsecondary course.

Including two of the following pieces of evidence:

- Satisfactory completion of a service learning project. Project proposals must be presented in writing to a guidance counselor for pre-approval by the principal/assistant principal. The proposal should include goals, activities, and contributions to the community. Projects must be supervised by an adult and completion must be verified in writing. (i.e. National Honors Society, Junior Rotarians, Boy Scouts, etc.);
- Attainment of proficiency or advanced on a Keystone Exam;
- A letter from an employer guaranteeing full-time employment;
- A certificate of successful completion of an internship or cooperative education program;
- Satisfactory compliance with the NCAA's core course for college-bound student athletes with a minimum grade point average (GPA) of 2.0.

Pathway 5: Career and Technical Education Pathway: Earning a passing grade in the courses associated with each of the Keystone Exams on which a score of proficiency was not achieved AND one of the following:

- Attaining of an industry-based competency certification related to the Career and Technical Education (CTE) Concentrator's program of study.
- Demonstrating a high likelihood of success on an approved industry-based competency assessment. (National Occupational Competency Testing Institute (NOCTI) or the National Institute of Metalworking Skills (NIMS)

PDF Graphic of 5 Pathways: [LINK](#)

For more information, visit the [Pennsylvania Department of Education \(PDE\) Act 158: High School Graduation Requirement webpage](#).

2019-2020 Keystone Testing Cohort

Act 136 of 2020 states:

i. Section 2 - p.2 Lines 16-29 ***"For the 2019-2020 school year and any subsequent school year in which the federal government has waived the testing accountability requirements of the elementary and Secondary Education Act of 1965, as amended by the Every Student Succeeds Act, - Any student who completed a course in an academic content area associated with a keystone exam shall not be required to take the keystone exam related to that course and shall be deemed proficient... provided that the student demonstrates successful completion of locally established, grade-based requirements for the academic content area associated with each content area exam."***

This means: *

- If a student was part of the 2019-2020 Keystone Exam cohort and is graduating in 2023 or later, then, the student must meet one of the 5 pathways to graduation. However, any Keystone Exam that was missed in 2019-2020 due to the COVID-19 shutdown will be considered to be PROFICIENT for the purpose of graduation, provided a passing grade in the course was earned.
- In this case, PROFICIENT is for the purposes of meeting graduation requirements and is not an assigned numerical score. Pathway 2 includes a composite score. Some students may still want to take the missed Keystone Exam in order to achieve an actual numerical score for the 2nd pathway to graduation.

If you are interested in your child taking the missed Keystone Exam, please contact the High School Office for more information.

GRADUATION REQUIREMENTS

Courses and Grades—In order to graduate, students must have a minimum of 24.5 credits.

Full day students:

4 credits	English
4 credits	Math
3 credits	Science
3 credits	Social Studies
2 credits	Humanities*
0.5 credit	Child Development & Parenting
0.5 credit	Health I
0.5 credit	Health II
1.5 credit	Physical Education
5.5 credits	Electives

HCCTC Students

4 credits	English
4 credits	Math
3 credits	Science
3 credits	Social Studies
0.5 credit	Child Development & Parenting
0.5 credit	Health I
0.5 credit	Health II
0.5 credit	Physical Education
3.0 credits	Per year HCCTC Shop

*Humanities include: Music, Art, and Foreign Language

- Teachers have recommended that students do not advance in academic English, Math or Science without a minimum of a 75% average. For example, if a student is in Chemistry I, they should have at least a 75% in order to register for Chemistry II.
- Also, students should have successfully completed—
Algebra I before taking Chemistry I
Algebra II before taking Chemistry II
Geometry before taking Physics
- In order to advance to the next homeroom, students in grades 9-12 must have completed the following number of credits:
To advance to 10th grade/sophomore status = 6.25 credits
To advance to 11th grade/junior status = 12.50 credits
To advance to 12th grade/senior status = 18.75 credits

DEPARTMENT CODES

ENG	English	MAT	Math	BIO	Science
HUM	Humanity	BUS	Business	VOT	HCCTC
HPE	Health & Physical Education	ELE	Elective	HIS	History
GUI	Guidance				

Graduation Requirements Action Plan

The Graduation requirements action plan has three essential parts. Part I is the course completion and grades section. Part II is the culminating project section. Finally, Part III is the locally developed assessment section.

Part I describes the number of credits and the courses required for graduation by the Southern Huntingdon County School District.

Part II describes the graduation project that is required of each senior for graduation.

PART I. **Students will be required to have 26 credits to graduate. The Class of 2020 will be required to have 24.5 credits to graduate.**
Please refer to page 46 and 47 for credit and course information.

PART II. **Graduation Project**

The Southern Huntingdon County High School conducts an Advisor/Advisee program for all high school students. Every student is required to keep a portfolio of their career project. The portfolio should include the following items listed in the Graduation Project Checklist.

1. 9th Grade

- a. Faculty advisor form
- b. Graduation Project Agreement Form
- c. HCCTC Tour
- d. 9th Grade Career Cruising Plan
- e. Credit Check Form

2. 10th Grade

- a. PSAT
- b. 10th Grade Career Cruising Plan
- c. Credit Check Form

3. 11th Grade

- a. ASVABs
- b. Graduation Credit Check
- c. Meet with School Counselor
- d. 11th Grade Career Cruising Plan

4. 12th Grade

- a. 12th Grade Career Cruising Plan
- b. Resume
- c. Cover Letter
- d. Credit Check Form
- e. Career Research Paper
- f. Meet with School Counselor
- g. Exit Interview

Community Service – 15 hours

Job Shadowing – 3 required

The graduation project must be completed by April 30th by 3:00 p.m. in order to graduate.

Valedictorian and Salutatorian

The highest ranked student by career grade point average meeting the criteria will be valedictorian and the second highest ranked student by career grade point average meeting the criteria will be salutatorian. The career grade point average calculated at the end of the fourth marking period of their senior year will be used to determine the first and second ranked students. The valedictorian and salutatorian are required to be present at graduation.

ACADEMIC INFORMATION

Southern Huntingdon County High School offers an educational, career and technical, and culturally oriented program of studies to meet students' needs for the future. A course description booklet, revised as needed to include changes in educational and career and technical trends, is given primarily to the incoming freshman for use with their parents in planning a realistic program of study.

Students may opt to graduate early, see board policy 217.1 early graduation.

A student may choose to take Blended School classes with the Southern Huntingdon County School District. Blended Schools is Southern Huntingdon's version of an online cyber school. Students who attend Blended Schools would have all the same benefits of a Southern Huntingdon education as a student who is attending the physical building. Schedules are individualized for each student.

CHANGES OF NAMES, ADDRESSES, & TELEPHONE NUMBERS

A Parent/Guardian must report changes in writing of names, addresses, and telephone numbers as soon as possible for school records to be kept up to date. This updated information is especially valuable in case of an emergency at school that would require school personnel to contact someone at a student's home.

TELEPHONE CALLS

- Teachers and students are not to be called from class unless an emergency exists.
- If you wish to speak to or meet with a teacher, leave your name and number and they will return your call as soon as they are available. If you would like to speak to or meet with the school counselor, principal or superintendent that meeting will need to be scheduled. Please call in advance to schedule.
- **Important messages will be delivered to teachers and/or students.**
- No student is to use the phone unless an emergency exists and they have permission from a staff member.
- Using the phone to make arrangements to bring forgotten homework is not considered an emergency.
- When the school is closing due to weather conditions, students **will not** be permitted to use the telephone to call home. It is important that we keep the line cleared so we may receive incoming calls.
- **Cell phones are not to be used during instructional time unless it is part of the lesson or activity in the classroom.**
- **Students should silence their cell phones and store them away upon their entrance to the school building.**

SICKNESS AT SCHOOL

If a student becomes ill or has an accident while at school, they should notify the teacher in charge. The school nurse will be called or the student will be sent to the nurse. All parents should make sure that the school knows whom to contact in case of illness or injury to their child. If both parents work, a name and phone number other than the parents' should be listed on the Student Health/Family Information form in the nurse's office. **Please remember to notify the school of any change of address or phone number.** Any child with a temperature of 100 degrees or higher will be sent home as soon as the appropriate adult can be located. **STUDENTS ARE NOT TO TEXT OR CALL ANYONE TO GO HOME. STUDENTS CAN ONLY BE EXCUSED AND RELEASED FROM SCHOOL FOR ILLNESS BY THE SCHOOL NURSE.**

HEALTH EXAMINATIONS

Health laws require that the following screenings are administered to students:

- An annual vision screening for all grades.
- A hearing screening in grades 7 and 11.
- Measurement of height and weight annually for all grades.
- A tuberculin test when notified by the Pennsylvania Department of Health in grade 9.
- A scoliosis screening for students in grades 6 and 7
- A dental exam in grade 7.
- A physical screening exam in grades 6 and 11.

PRESCRIPTION MEDICATION

Prescription medication will not be dispensed unless the following provisions are followed:

- Prescription Medication Permission Request Form must be completed by the parent/guardian and signed by a physician.
- Parents/Guardians must transport any medicine to and from school and deliver it to the secretary or school nurse.
- All medication will be dispensed in the nurse's office by the nurse.
- Medications prescribed for an individual child shall be kept in the original container bearing the original pharmacy label, which shows the prescription number, date filled, physician's name, directions for use, and the child's name. Due to the dangers involved, no exceptions will be made to this policy.

NON-PRESCRIPTION MEDICATIONS

All non-prescription medications must be kept in the nurses' office. This includes temporary over-the-counter medications. A form must be completed, signed by the parent and on file before any medication can be administered. All non-prescription medicine must be marked with the child's name, in the original container and must be accompanied by written instructions on how this non-prescription medicine is to be administered. Students who require emergency inhalers and epipens will be permitted to carry them at all times.

DIABETES MANAGEMENT

See School Board Policy 209.3 available at: <http://www.boarddocs.com/pa/shun/Board.nsf/>
Physical copies of board policies can be picked up at the District Office during normal business hours.

WELLNESS POLICY

See School Board Policy 246 available at: <http://www.boarddocs.com/pa/shun/Board.nsf/>
Physical copies of board policies can be picked up at the District Office during normal business hours.

HYGIENE

Students are expected to practice appropriate hygiene measures in order to ensure a non-disruptive learning environment. If it becomes disruptive to staff or students, administration may take steps to ensure that learning is not impeded.

See School Board Policy 221 available at: <http://www.boarddocs.com/pa/shun/Board.nsf/>

LICE POLICY

See School Board Policy 209.2 available at: <http://www.boarddocs.com/pa/shun/Board.nsf/>

Physical copies of board policies can be picked up at the District Office during normal business hours.

CRISIS INSTRUCTIONS FOR PARENTS

The Southern Huntingdon County School District is committed to the safety of all students and staff. In the event of an emergency and the school has to be evacuated, our evacuation site will be announced on the local radio and television stations. For all other emergencies, students and staff will remain on site and follow established crisis procedures.

We ask that you cooperate in following these procedures if you hear of an emergency at school.

1. The Crisis Response Team will become activated and appropriate steps taken to provide a safe and supportive environment for children and staff.
2. No student will be dismissed from school unless a parent (or their designate on the student emergency form) comes for them. No child will be allowed to leave without the adult responsible for their care providing positive identification. It is the responsibility of the parent to keep all emergency records up-to-date.
3. Students must sign out through the principal's office or designated dismissal site before leaving school. Students will be dismissed individually through an established dismissal station.
4. **PLEASE DO NOT CALL the School.** We must have all the telephone lines open for emergency calls. If your child has been injured or needs your assistance, a crisis team member will call you immediately.
5. During or immediately following an emergency, do not drive to school. The school access route and entrances must remain clear for emergency vehicles.
6. Listen to the local radio or television station. Information and specific directions parents are to follow will be announced.
7. Buses will not make their runs during adverse weather conditions. Students will be supervised at school until weather permits their safe return home.
8. We suggest you post these instructions near your phone or in a prominent place easily accessible.

EMERGENCY CLOSING

From time to time there may be a need to close the school (such as the electricity goes out, no water). Please have plans made ahead with your child for alternate care. Please do not call the school. We will need the lines open to receive information and make contact with bus drivers, radio and television stations, etc. We will be using our ONE CALL NOW notification system to let parents know the time of dismissal. It is important for the school system to always have updated telephone numbers.

LOCAL RADIO AND TELEVISION STATIONS FOR SCHOOL CLOSINGS, DELAYS, EARLY DISMISSALS

WCHA (1410 AM)/WIKZ (95.1 FM), WQCM (94.3 FM) Chambersburg, PA

WPSU (91.5 FM Central) & WPSU-TV (Channel 3), State College, PA

WJAC-TV (Channel 6), Johnstown, PA

WWCP (FOX 8) WATM (ABC 23)

WMRF (95.7 FM), (92.5/106.3 FM), WLUI AM 670/FM 92.9), Lewistown, PA

WFGE (101.1 FM), WBUS (93.7 FM), WMAJ (99.5 FM), WRSC (1390 AM), WQWK (1450 AM), WAPY (103.1 FM), State College, PA

WFBG (1290 AM)/WFGY (98.1 FM), WALY (103.9 FM), WRKY (104.9 FM), WWOT, WVAM (1430 AM), Hollidaysburg, PA

HUNNY (106 FM), Huntingdon, PA

WKYE (96.5 FM), WFGI (95.5 FM), WJHT (92.1 FM), WRKW (99.1 FM), WNTJ (1490 AM) WCCL (101.7), WNTI (990 AM), Johnstown, PA

WCBG (1590 AM), WHGT (1380 AM), WSRT, (92.1 FM), Greencastle, PA

WGAL-TV (Channel 8), Lancaster, PA

WTAJ-TV (Channel 10), Altoona, PA

WEATHER POLICY

School will be in session unless the weather makes it dangerous for school buses to run. On doubtful mornings, the local radio and TV stations will announce the school district's decision no later than 7:00 a.m. If it becomes necessary to dismiss school early due to weather conditions, each local radio and television station will be notified. Parents need to discuss in advance with their children regarding who will pick them

up or what to do in case school is dismissed early. **Students will not be permitted to use the telephone during this time.**

EMERGENCY DRILLS

The school holds yearly emergency drills according to Act 44 in order to be prepared in the event of an emergency. An emergency response manual is visible and accessible in all classrooms.

FIRE DRILLS

FIRE DRILLS— Fire drills are conducted at least once per month in the interest of practicing rapid and efficient building evacuation. The practices learned during fire drills may save your life in the event of an emergency. Please observe the following rules during fire drills:

- a. Be quiet and attentive to your teacher at all times during the drill.
- b. Exit the building by the route designated on the bulletin board in your room. If the exit is blocked, take the next nearest exit.
- c. Follow your teacher in single file to the exit. Move quickly without running or pushing. Leave books and other such items behind.
- d. After exiting the building, move away from the building and listen for further instructions.
- e. Remain quiet and attentive during the drill.
- f. Once instructed return to the building and return to your classroom.

EMERGENCY NUMBERS

The school must be able to contact the parent/guardian in the event that a student becomes ill or is injured at school and requires your presence. The **Student Health/Family Information Form** is the fastest way for us to locate this information. Please include a work telephone number or emergency number where you can be easily reached. In the event that we are unable to reach the parent/guardian, we will contact one of the alternate contacts listed on the **Student Health/Family Information Form**. **Please remember to notify the school of any change of address or telephone number.** This is important! **Please return the Student Health/Family Information Form during the first week of school.**

SCHOOL PUBLICITY

Throughout the school year, the school district attempts to get positive publicity of our students' accomplishments. We believe that it is important that our community hears about the many good things that are happening at the Southern Huntingdon County School District with our students. We attempt to get several kinds of student coverage including school newspaper coverage, area and state newspaper coverage, television coverage, and Internet/webcast coverage. All of these forms of coverage can involve audio and/or videotaping.

If you wish for your child not to be included in this type of coverage, you will need to inform the High/Middle School Principal in writing of your wishes by September 15th. If we do not receive a note from you by that date, we will assume we have your permission to publish “good news” about your child.

FIELD TRIPS

Field trips are planned during the year by various staff members. The purpose of these excursions is to enhance classroom learning. The school requires the written consent of each parent/guardian before their child is permitted to go with their group. When a field trip is planned, your child will bring home a permission form giving the destination and date. This form *MUST* be signed and returned to the teacher before your child will be permitted to go on the trip. Teachers must sign the permission slip granting the student permission to attend. Teachers reserve the right to deny the student permission if they have an overall average of 69% or lower. Based on a student’s disciplinary record, the building principal may deny a student permission to attend a field trip.

STUDENT RESPONSIBILITIES FOR SCHOOL SPONSORED FIELD TRIPS

To participate in the school fieldtrips, students must be in accordance with the following:

1. Student will be on time and show up for all activities that have been planned
2. Student agrees to conduct their self in a proper manner at all times while on the field trip by following school rules.
3. Student understands that failure to abide by school rule will result in discipline consequences.
4. Student agrees to abide by all instructions given by the trip’s supervisor.
5. Student will be responsible to complete all assignments before the trip. Failure to do so may result in the student not being permitted to attend fieldtrip in the future.

Any student that fails to serve their detention or has any suspensions from school may not be permitted to attend fieldtrips. Students having OSS, a full day of ISS, two half days of ISS, or 5 or more hours of detention may not be eligible to participate.

In addition, any student that has received three or more unexcused absences from school may not be permitted to attend the field trip but will be required to attend school on the day of the field trip. Teachers will make arrangements to have assignments for these students.

All students who choose not to participate in fieldtrip will be expected to report to school on the day of the trip. If a student does not qualify for a field trip, building principal discretion may be used to determine if participation will be granted.

BELL SCHEDULE

7:50 – 8:07	Homerooms teachers on duty
8:07 – 8:10	Warning Bell
8:10 – 8:54	Period 1
8:57 – 9:38	Period 2
9:41 – 10:22	Period 3
10:25 – 11:06	Period 4/Lunch
11:09 – 11:50	Period 5/Lunch
11:53 – 12:34	Period 6/Lunch
12:37 – 1:18	Period 7
1:21 – 2:02	Period 8
2:05 – 2:50	Period 9
2:50	STUDENT DISMISSAL

Students going to HCCTC

7:50 – 8:07	Homerooms teachers on duty
8:07 – 8:10	Warning Bell
8:10 – 8:54	Period 1
8:57 – 9:38	Period 2
9:41 – 10:22	Period 3
10:25 – 11:06	Period 4
11:09 – 11:25	Period 5 Lunch
11:25	Students dismiss to HCCTC

2 Hour Delay Schedule

9:50 – 10:07	Homeroom teachers on duty
10:07 – 10:10	Warning Bell
10:10 – 10:40	Period 1
10:43 – 11:11	Period 4
11:14 – 11:42	Period 5
11:45 – 12:13	Period 6
12:16 – 12:44	Period 2
12:47 – 1:15	Period 3
1:18 – 1:46	Period 7
1:49 – 2:17	Period 8
2:20 – 2:50	Period 9
2:50	STUDENT DISMISSAL

3 Hour Delay Schedule

10:50 - 11:07	Homeroom teachers on duty
11:07 - 11:10	Warning Bell
11:10 - 11:46	Period 4 and Career & Tech Student Lunch
11:49 - 12:22	Period 5
12:25 - 12:58	Period 6
1:01 - 1:34	Period 7
1:37 - 2:10	Period 8
2:13 - 2:50	Period 9
2:50	STUDENT DISMISSAL

Data Day Schedule

7:50 - 8:07	Homeroom teachers on duty
8:07 - 8:10	Warning Bell
8:10 - 8:46	Period 1
8:49 - 9:22	Period 2
9:25 - 9:58	Period 3
10:01 - 10:34	Period 4
10:37 - 11:10	Period 5
11:13 - 11:45	Period 6
11:45	STUDENT DISMISSAL

Olweus/Assembly

7:50 - 8:07	Homeroom teachers on duty
8:10 - 8:35	Olweus
8:35 - 9:13	Period 1
9:15 - 9:53	Period 2
9:55 - 10:32	Period 3
10:34 - 11:06	Period 4
	Back to regular bell schedule

DAILY ANNOUNCEMENTS

Daily announcements will be made at 8:10 a.m., 2:50 p.m., or as emergencies arise. All announcements are to be submitted on a "PA Announcement" form. The forms are available in the office. Personal or outside of school announcements will be at the discretion of Administration. Students must have permission from their school advisor, coach, etc. to write up an announcement and their name is to be written on the announcement. The Daily Announcements will be posted on the schools website.

BOOK BAGS/SPORTS BAGS

Students are permitted to have book bags in school. Large bags/sports bags must be taken directly to their hall locker or locker rooms upon arrival at school. The Southern Huntingdon County School District is not liable for the contents of these bags. **NOTE: Administration can search any bag at any time if they feel the need to do so. It is the principal's discretion as to what is considered a large bag.**

STUDENT LOCKERS

The school provides lockers to students for their convenience. Lockers are not totally secure from forced or otherwise unauthorized entry. The school cannot accept responsibility for items stolen from either corridor or gym lockers. In gym class, have your teacher hold valuable items or, better yet, don't bring them to school. **Giving your locker combination to others is inviting trouble, as is "setting" the locker. Students are not to share their lockers.** Remember that the locker is school property and is subject to inspection under the terms of District Policy.

Students are not permitted to place any adhesive items on or in corridor lockers. Periodic locker cleanouts/checks will be conducted during the school year. Pictures or photographs put on the inside of the lockers must be of proper decorum for a school. Students are not permitted to leave possessions including textbooks on top of the lockers. Damages to any locker will be charged to the students. In the event of willful vandalism, additional charges will be pressed.

GYM LOCKERS

All valuables should be turned in to the physical education teacher. The District will not be responsible for any valuables left in your gym locker.

STUDENT SEARCHES

Reference School Board Policy 226 for more information at <http://www.boarddocs.com/pa/shun/Board.nsf/>

School officials have the authority to lawfully search students or their belongings, including lockers, automobiles, electronic devices, purses, backpacks, clothing, and other possessions, without a warrant, when in school, on school grounds, or when otherwise under school supervision, if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety, and welfare of the school population, or evidence that there has been a violation of the law, Board policy, or school rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched.

The district has a compelling interest in protecting and preserving the health, safety, and welfare of the school population, which under certain circumstances may warrant general or random searches of students and their lockers, vehicles, or other belongings without individualized suspicion/, for the purpose of finding or preventing entry onto school property of controlled substances, weapons or other dangerous materials.

Unannounced searches may be conducted by local and/or state police departments using certified dogs.

VAPING DETECTORS

The Southern Huntingdon County School District has vaping sensors installed in all bathrooms on the school premises. These detectors will sense all vaping odors within a reasonable distance. Any students who are deemed to be in the vicinity during an alarm will be considered within reasonable suspicion and subject to be searched by school officials.

Refer to School Board Policy 226 for more information at <http://www.boarddocs.com/pa/shun/Board.nsf/>

LOCKER SEARCHES

1. School authorities may search a student's locker and seize any illegal materials. Such materials may be used as evidence against the student in disciplinary, juvenile, or criminal proceedings. When a student's locker is being searched, the student shall be notified and given an opportunity to be present.
2. School lockers are school property loaned to the student for their convenience. School authorities may search a student's locker without warning, as school authorities are charged with the safety of all students under their care and supervision. Therefore, students should have no reasonable expectation of privacy regarding their locker.

LOST AND FOUND

The lost and found items can be located in the outer nurse's office and the main office. Articles will be held for a reasonable length of time and then donated if not claimed. After a student has made a thorough search for any lost item, they may ask the office to make an announcement concerning its whereabouts.

INTERNET AND TECHNOLOGY USAGE

All use of the Internet and technology must be in support of education and research and consistent with the purposes of the Southern Huntingdon County School District. Listed below are the technology policies. Digital copies can be located here: <http://www.boarddocs.com/pa/shun/Board.nsf/>
Physical copies of board policies can be picked up at the District Office during normal business hours.

District Technology Use- Policies and Procedures

Electronic Devices -237 – This covers Bring Your Own Device Policy

Copyrighted Material – 814 – this policy covers the use of copyrighted content.

Acceptable Use Policy – 815 – The Acceptable Use Policy (AUP) covers the use of district technology in an educational setting.

Video Monitors – 816- This policy covers the use of passive video monitors in the district.

By signing off on the student handbook, you agree to all terms in the handbook, and by the policies set forth by the Southern Huntingdon School District School Board.

Disciplinary action will be taken when students violate the school district's internet and technology usage policy.

STUDENT RECORDS

Your counselor and administrators observe the State Regulations and recommendations that govern information about you in your student records' file. Basic information such as name, age, sex, grades and attendance, will be available to prospective employers, college admissions officers and other responsible persons. Information about your personality, test results, and other reports are maintained. Confidentially and may be released only with your written consent. If you want further information about how your records are maintained before and after graduation, ask the main office.

Please note: The revised Family Educational Rights and Privacy Act permits school districts to transfer disciplinary records to another school entity in which a student seeks enrollment or is enrolled without parental permission.

CARE OF BOOKS

Textbooks are furnished to students at school district expense. All textbooks are identified by a stamp and number and condition recorded by a teacher. The student is responsible for returning the same text at the end of the term. Students are accountable for damages and lost books. Report to the classroom teacher all books or other property which are lost. A student's classrooms and the school's lost and found area of the office should be checked before assuming the books and property are lost. Teachers may provide additional textbooks; however, students are responsible for both the original and replacement texts. Books will cost the actual replacement price. **STUDENTS ARE STRONGLY ENCOURAGED TO COVER THEIR BOOKS TO AVOID DAMAGE OR WEAR.**

REST ROOMS

Rest rooms are located conveniently around the school for student use. Your cooperation in keeping our rest rooms in tidy condition will be appreciated by other students. The rest rooms in the middle school wing are to be used by middle school students when they are in the middle school wing.

Students may use the rest rooms between classes, and must report to class before the late bell. During class students must sign the rest room sign out sheet in each classroom and carry a rest room pass from that classroom to the rest room.

DISCIPLINARY MEASURES MAY RESULT FOR ANYONE VANDALIZING SCHOOL PROPERTY. RESTROOMS ARE SUPERVISED BY TEACHERS AND ADMINISTRATORS AND MAY BE MONITORED.

HALL REGULATIONS

Students are to move to their destinations quietly.

1. Walk at a normal pace to the right-hand side of the hall. DON'T RUN!
2. No loitering, pushing, shoving, or slamming of locker doors.
3. Do not disturb other classes by trying to get someone's attention as you walk by.
4. No foul language at all will be accepted in the hallways.
5. Be sure to have a paper pass or physical room pass when leaving a classroom.
6. Students should proceed to the next assigned area or room in the most direct route.

It is the goal of the SHC HS/MS that no unsupervised interactions occur between high school and middle school students. At no time shall high school students be in the middle school hall. High school students are not to use the blue bathrooms during the school day.

STUDENT DRESS CODE

STUDENT DRESS CODE (Policy #221)

Dress Code Statement:

All SHCSD students, at all times, are required to follow the outlined dress code during all school related activities and during and after the school day. The only time they will not be required to follow the dress code, partially, or in their entirety, are on days designated as such by SHCSD administration. Students, who arrive in the morning knowingly in violation of the dress code policy and ask to call home for a parent/guardian to bring in their appropriate items, will not be disciplined unless it is a frequent occurrence. SHCSD administration will determine what is considered "Frequent".

Failure to comply with professional dress standards will result in the following disciplinary action:

***All offenses will require parent/guardian to bring change of clothes or clothing will be provided.**

1st Offense	2nd Offense	3rd Offense	4th Offense	Additional Offenses
Warning, Parent/Guardian Contact	Lunch Detention, Parent/Guardian Contact	2 Lunch Detentions or after school detention, Parent/Guardian Contact	After school Detention/ISS, Possible Loss of School Privileges at the Discretion of SHCSD Administration, Parent/Guardian Contact	Extended Administrative Discipline; Parent/Guardian Conference, Suspension of Driving Privileges, Possible loss of all Extra- Curricular Activities at the discretion of SHCSD Administration

In addition to the above dress policy and expectations, students will continue to comply with the following rules and regulations:

- A. All students shall be neat and clean so a healthy and educationally conducive atmosphere can be maintained.
- B. All shirts/dresses should have a minimum 2 inch shoulder strap with no undergarments showing. See-through shirts, muscle shirts, spaghetti straps, tank tops, tube tops, racer back tops, other revealing attire, as well as indecent, offensive, insulting, obscenely-inscribed attire, bare midriffs and bare feet are not allowed. Shirts must be long enough to cover the midriff area.
- C. Clothing apparel and jewelry which advertises, promotes, represents, implies or depicts drugs/alcohol, guns, tobacco products, sexual messages, hate groups, violence, foul language, gangs, racism are not permitted. No clothing should be worn tight, torn, frayed, with holes or low cut shirts or garments that inappropriately bare or expose traditionally private parts of the body, including, but not limited to, the stomach, buttocks, back and breasts as to be distracting to the educational environment. Hoods are not permitted to be worn up over the head inside the building.
- D. Boxer shorts and pajama bottoms are not permitted to be worn as outer apparel.
- E. Hats, bandannas, head covering, gloves, sunglasses, visors and other excessive decorations should not be worn in the building and should not be carried once a student has been to their locker. Body piercing jewelry will not be allowed where it becomes a safety hazard, as per the discretion of the instructor. Mask are not permitted.
- F. Coats, jackets, blankets and snuggies will not be worn during school unless a heating problem occurs. Zip up hoodies are permitted.
- G. Chains, spikes, or raised metal studs attached to jewelry, clothing, wallets, belts or keys damage furniture and are a safety hazard. They may not be worn in school.
- H. Clothes that are ripped, torn, or have holes that expose undergarments and clothing accessories that could be used as weapons, such as spiked jewelry, are not permitted.
- I. Pants, slacks, shorts and skirts must be worn with the belt line at the waist. Additionally, pants and slacks must not extend over the heel of the shoe, nor may the pant leg be overly wide. All undergarments should be covered at all times including boxers and bra tops. Shorts and skirts must be mid-thigh length and have an inseam of at least 3 inches. Administration reserves the right to determine if shorts or skirts are disruptive to the learning environment. Students may be asked to change if this occurs.
- J. Earrings must be removed or covered during physical education classes. Large hooped earrings or earrings which touch the shoulder are not permitted due to the health hazard they pose.
- K. Those students whose unusual hair style/color results in distraction of other individuals or disrupts, unsettles, or impedes the normal conditions of the school or classroom must correct the situation immediately. *Any clothing attire, accessory or hair style/color that lends itself to a disruption or*

*distraction of any kind is strictly prohibited. **The SHCSD Administration will make the final decision regarding violations.***

- L. Appropriate foot covering must be worn in areas where it is required to promote the health and safety of students.
- M. No buttons, slogans, pictures, words or patches are permitted if they are a distraction to the educational process. This includes tobacco, drug and alcohol slogans or advertisements, sexual references, satanic references, *gang symbols, racial, ethnic and religious intimidation references, etc.
- N. Oversized book bags or purses should be secured in a homeroom, shop, or gym locker during school hours. Regular book bags are permitted. The administration reserves the right to restrict backpacks and large purses at any time as well as determine what is considered "oversized".
- O. Students are not permitted to draw on themselves with marker, highlighter, pen, or other materials during the school day.

VISITORS

The school is open to properly accredited visitors at all times. The principal and faculty extend a special invitation to parents of students and to out-of-town visitors who are interested in school activities. All visitors must report directly to the office, sign into the kiosk, and secure a visitor's pass. Please state the nature of your visit to the office personnel upon your arrival. Students and staff are not permitted to bring visitors into the school without prior approval.

SCHOOL DANCES

This policy shall apply to all dances held by Southern Huntingdon County High School, or a high school club or organization, except for the Prom and Snowball Semi-formal dance.

A Southern Huntingdon County High School student may bring one high school student guest who is 18 years of age or younger to any dance, provided that the student has been issued a guest pass prior to the dance. The appropriate forms must be completed prior to permission for a guest to attend any dance.

The Prom can only be attended by 11th and 12th grade students, no freshman or younger students may attend regardless of age. Tenth grade students are permitted to attend if invited by an 11th or 12th grade student. Outside guests must be at least sophomores and under the age of 21.

Mini Prom: The mini prom is separated into 2 separate events. The first is for students in 6th and 7th grade. The second event is for students in 8th, 9th, and 10th grade.

8th grade students may choose to attend either the first or second event but not both.

Snowball Semi-Formal Dance: The middle school dance is for students in 6th, 7th and 8th grade. All middle school students and their guest are to be in these grades only. The senior high dance is for students in grades 9, 10, 11 and 12. All senior high students and their guest must be within these grades, with the exception of guest that are between the ages of 18-20 with approved guest pass. The snowball semi-formal

will have a snow make-up date. The dance will be held in the main gym. Adults/Parents will not be permitted into the main gym. Picture kiosks will be available outside the gym.

CONDUCT OF GUESTS AT DANCE

1. It shall be the student's responsibility to inform their guest of the code of conduct and rules which apply at school dances.
2. In the event a guest violates any of the rules or code of conduct applicable to dances at the school, the SHCSD administration may, at their discretion, impose any or all of the following sanctions:
 - A. Remove the guest from the dance.
 - B. Prohibit the guest from attending any future dances.
 - C. Revoke the student's guest privileges for up to one year.

SCHOOL FINANCIAL OBLIGATIONS

Students who accumulate financial obligations to the school district during the school year must clear the obligations by the last day of school before diplomas (seniors) or report cards (all students) are awarded. Students may check at the office if they have questions about debts.

If a student owes money to the district for lost/stolen books, destruction of property, failure to turn in funds for merchandise, etc., financial obligations will be sent to the district magistrate after the deadline. The student will not be permitted to sell fund-raising products for any organization/team. Students must turn in all excuse notes for absences and tardies that are outstanding prior to the end of the school year.

INSURANCE

The Southern Huntingdon County School District provides student accident insurance to cover all athletes participating in interscholastic athletics, grades 7-12.

Students wishing to purchase voluntary student accident insurance (school time coverage or 24-hour coverage) are given information when they begin school.

The insurance can be purchased to cover School time (covering accidents that occur on the way to and from school, in school or at a school-sponsored activity) or 24-hour around-the-clock protection. Each policy contains exclusions and limitations that should be read carefully.

Once the insurance is in effect, the parent/guardian must contact and file a claim with the insurance company. You are responsible to report any accidents right away to the insurance company.

If you need a contact number please call the High School/Middle School Office.

Students participating in PIAA interscholastic sports are automatically covered by accident insurance purchased by the school district. This insurance has limitations and exclusions--a copy of the policy showing limitations is given to each player. The District does not provide insurance coverage for any athletic activities conducted during the summer!

STUDENT INTERSCHOLASTIC ATHLETICS

Participation in interscholastic athletics is a privilege afforded to pupils. Athletics serve a valuable place in the school district's overall curriculum. Pupils are encouraged to participate in athletics. There are certain conditions which must be met when pupils decide to become a member of an interscholastic athletic team.

EXTRA CURRICULAR ACTIVITIES

The Southern Huntingdon County School District offers extra-curricular activities for high school students after school hours. In addition, elementary, middle and high school students who wish to participate in extra-curricular activities such as sports, music, band, and/or speech and special events such as prom, graduation, etc., must be enrolled in the Southern Huntingdon County School District curricular program for more than 50% of the instructional course work.

ACADEMIC ELIGIBILITY

Students are held accountable for passing grades in order to attend sporting events, dances and any other school activity held on school property. This statement is for ALL STUDENTS participating in any school activity such as musicals, drama club, art club, FFA etc. or wanting to attend any of these activities held in school or after school.

CURRICULUM-STUDENT ELIGIBILITY SCHOLARSHIP

Section 1: To be eligible for interscholastic athletic competition, a pupil must pursue a curriculum defined and approved by the principal as a full- time curriculum. Where required, this curriculum or its equivalent must be approved by, and conformed to, the regulations of the State Board of Education and the Pennsylvania School Code, as well as any local policies established by the local school board. A senior high pupil must be passing at least four (4) full credit subjects, or the equivalent. A middle school pupil must not be failing (3) or more classes (this includes core classes as well as "mini courses"). Eligibility shall be cumulative from the beginning of a grading period, shall be reported on a weekly basis, and shall be filed in the counseling office. In case where a student's cumulative work from the beginning of the grading period does not, as of any Friday, meet the standards provided for in this section, they shall be ineligible from the immediately following Sunday through the Saturday immediately following the next Friday as of which their cumulative work from the beginning of the grading period meets the standards provided for this section. Where a school is closed on a Friday for any reason, the principal may, at his election, determine whether the student as of that day meets standards provided for in this section.

Section 2: Thus, in order to be eligible for interscholastic athletics or any other extracurricular activity at Southern, a pupil must have passed at least four (4) full-credit subjects, or the equivalent, at the high school level; and not be failing three (3) or more classes and mini courses combined at the middle school level, during the previous week. "Elective courses are also to be considered in determining eligibility." No make-up work is allowed in order for the student to raise his grade for that week. Once a student is put on the weekly list, they will remain on the list until their grades improve to passing. The only exception in when a student has mistakenly been put on the weekly list. Students who are deemed academically ineligible to participate in extracurricular events will be allowed to continue to practice. However, they will not be allowed to accompany their organizations (teams) to away events, nor will they be able to "dress" for home or away events.

Section 2, July 21, 1983, as amended December 7, 1985.

Article IX, section 2 sets only the minimum academic standards for interscholastic athletic eligibility. Since the standards are minimum standards (passing "at least" four full-credit subjects or the equivalent at the high school level), member schools may adopt higher or more stringent academic standards, but may not have lower academic standards.

Section 3. In cases where a student's work in any preceding grading period does not meet the standards provided for in Section 2, said student shall be ineligible to participate in interscholastic athletics for at least fifteen school days of the next grading period where the school has four (4) grading periods per school year, beginning on the first day report cards are issued, except as provided in Section 5

Section 4. New Pupil Must Meet Eligibility Requirements On Curriculum.

Pupils who are enrolled for the first time must comply with the requirements the curriculum rules. The standing required for the preceding week, the preceding grading period or the preceding year shall be obtained from the records of the last school which the pupil has attended.

Section 5. Use of Final Credits at End of School Year.

At the end of the school year, the student's final credits in his subjects rather than his credits for the last grading period shall be used to determine his eligibility for the next grading period.

December 7, 1985

A pupil whose work does not meet the standard provided for in Article IX, who attends summer school and corrects his deficiencies, shall be eligible.

It is the responsibility of the student to maintain good grades. It is the responsibility of the athletic coach or advisor to encourage students to do their best in the classroom and to take immediate measures to correct problems when a student is not achieving to the best of their ability in the classroom. It is the responsibility of the school principal to devise a system of reporting on pupil progress in the classroom on a weekly basis and to declare ineligible pupils who do not meet the regulations of the Southern Huntingdon County School District.

SCHOOL ATTENDANCE AND ATHLETIC (& Extra-curricular) ELIGIBILITY

Attendance at school is also covered by the P.I.A.A. regulations governing interscholastic athletics. Attendance of athletes is carefully monitored as it is for all pupils. However, athletes must conform to additional attendance guidelines or be declared ineligible for participation. Athletic attendance is done by semester. There are two 90-day semesters in a school year. When a student-athlete is absent from school a total of 20 days in any semester, for whatever reason, they automatically become ineligible for any athletic team. When the 20th day is missed, the pupil is automatically dismissed from the team. Moreover, the dismissed athlete is not eligible for any sport until they have been in attendance at school for sixty (60) days since the 20th day of absence. When computing total days absent during a semester, days absent during a period of suspension shall count as part of the twenty days absence total in a given semester.

A pupil who missed 20 or more days during the second semester of the school year is not eligible to participate on any athletic team the next school year until they have been in attendance for minimum of sixty (60) days.

1. Attendance of summer school **does not** count toward the sixty days.
2. Absence from school for an entire semester, or for several semesters, shall disqualify a pupil for the same period as stated in this section.

It is important that pupils who are interested in participating on an interscholastic athletic team (or other extra-curricular activities) understand the academic and attendance requirements for eligibility. There are several other requirements and regulations that pertain to athletes:

1. **ABSENCES ON THE DAY OF PRACTICE/GAME:** A student shall not participate in athletics on the day he/she has been marked absent without just reasons (dr. appts., educational field trips, etc.) (doctor/dental excuse required) and/or prior approval as determined by the building principal. Athletes will follow the same tardy policy as non-athletes. An athlete must be in attendance at least half a day (8:10 a.m. to 11:15 a.m. or 11:15 a.m. to 2:50 p.m., with an excuse) to be able to participate that day. If a student is too ill to attend class, he/she is too ill to participate in athletics. Permission to participate under special circumstances may be granted by the principal.
2. Pupils who are suspended or expelled may not participate in or attend any athletic practice, scrimmage or game, intramural activities or any other school-sponsored/school related event or extra-curricular activity during the period of suspension or expulsion. **ATHLETES MUST SERVE THEIR DETENTION TIME IN ORDER TO PARTICIPATE IN GAMES OR TRAVEL WITH THE TEAM.**
3. All students who are ineligible to participate are not permitted to dress for games, leave school early or travel with the team for away games. Student athletes may attend home events under the supervision of the coach but may not be dismissed early or dress in uniform for the games.

EDUCATIONAL SERVICES

BLENDED SCHOOLS POLICY

1. Each student will have at least one highly qualified instructor/mentor to help with instruction, reviewing assignments, answering questions, correcting assignments, remediation, and completing quarterly and final grade reports. Each instructor will be available through e-mail and school district phone service. Instructors will have office hours before or after school to assist with any questions or problems with the course they are instructing.
2. The curriculum is standards based and does not require a minimum number of hours for course completion. The average full credit course takes approximately 165 to 170 hours to complete.
3. The Southern Huntingdon County School District will provide technology equipment and services as needed by the student. Equipment includes a home personal computer, printer and reimbursement for dial-up internet service. Reimbursements will be quarterly. (end of March, June, September and December) Services will include general installation of school district equipment and one service call to repair any problems with school equipment. Additional service calls may be billed to the student's family. The Southern Huntingdon County School District will not provide any special requested equipment or internet service that is not mentioned above without prior approval of the superintendent. Any special requested equipment may be subject to a fee of the student's family.
4. Courses may be utilized by students who are involved with home schooling, homebound instruction, remediation, summer school, credit recovery, enrichment, alternative education, and regular education students.
5. Approval to the program and the number of classes that may be taken at one time and during a single school year by a student is based on counselor review and administrative approval.
6. The requirements for having exams proctored at school will be determined by the course instructor and designated building facilitator.
7. Accommodations and adaptation for special education students who are taking course must be specifically addressed in the student's IEP and approved by the administration.
8. Students who are taking courses and are working toward an SHCSD diploma are required to take the appropriate state assessments.
9. Students who drop a course after the 2-week drop/add period, will be charged the full price of the course.
10. Home-schooled students must pay for their courses if they are not enrolled in an approved SHCSD diploma program.
11. Students taking a course for remediation, summer school, early graduation or credit recovery will be charged a designated fee for the course and any other applicable fees.
12. Students enrolled who complete the required curriculum and credits of the Southern Huntingdon County School District successfully will receive a high school diploma from the district.
13. Students enrolled will be provided with the same opportunity as a regular education student at Southern Huntingdon County School District. SHCSD students will have the opportunity to participate in programs, events, and activities such as: graduation, class field trips, HCCTC, Vo-Agriculture program, chorus, band, school concerts and programs, sports, etc.
14. Students/families will be provided with hands-on training prior to using courses.

15. The administration must continuously monitor and assess the rapidly growing demand for courses and provide the necessary support personnel to avoid overwhelming the existing counseling personnel, technology support staff and coordinator.
16. Students enrolled in Blended School are required to log in everyday that SHCSD is in session.

Student Guidelines and Policies

1. All students interested must complete an application form for the program.
2. An initial face to face interview with the student, parent/guardian, coordinator and building level administrator will be required to determine if a student qualifies. Students must show an interest and be self-motivated to qualify for the program. The coordinator may ask the student to provide teacher recommendation letters. Qualifying students and parents will meet bi-annually or annually to discuss the student's current school year schedule and needs or services.
3. Students or parents/guardians are required to have an e-mail address in order to participate.
4. Students must agree to follow the Southern Huntingdon County School District Acceptable Use Policy.
5. All Elementary, Middle School and High School schedules will be formatted to meet the end of the year course completion requirement. No high school student can begin courses after the last day of the 2nd 9 weeks. All courses must be completed by the last day of school.
6. Any materials and technology equipment borrowed by the student must be returned to the Southern Huntingdon County School District in the same or satisfactory condition in which it was issued. Failure to return materials or equipment will result in the student/family paying for the cost to replace the materials or equipment.
7. Enrolled students are required to complete all assignments and tests for each course to be complete. Assignments and tests must be completed solely by the student registered for the course. All assignments and tests must be submitted to the instructor electronically or hand written work.
8. All Southern Huntingdon County School District policies and rules apply to students, which includes any school district programs, events, trips, and activities. Failure to follow school district policies and rules may result in loss of privilege to participate in current or future programs, events, trips, and activities.
9. A student who does enroll in a course will stand the expense of that course if the student does not complete the assigned course work.

MEDIA CENTER -THE LIBRARY

The Media Center at the High School/Middle School will strive to be a vibrant part of the school program by providing the space and materials for creativity research, study and enjoyment. Proper care and return of materials are the responsibilities of each student and parent/guardian. Charges will be assessed for damage or loss of any materials. Charges will also be assessed for late library books not returned on time.

Policy, Procedures and Rules

1. Students will be permitted in the library under the following conditions:
 - a. Students have a library pass from a teacher
 - b. Students have a specific reason for coming to the library

- c. Students may only come to the library for leisurely reading and personal interests once per day
 - d. Students must be engaged in a constructive activity while they are in the library
 - e. Students are not permitted to leave the library until three minutes before the first bell rings
- 2. The number of students coming to the library will be limited if class instruction has been scheduled in the library. Limits will range on the basis of the class sizes using the library.
- 3. Classes scheduled for instructional library time will have preference to library resources, including computers.
- 4. Students will be subject to the Southern Huntingdon County School District Policy Manual Internet Use Agreement. In addition, students will specifically not be permitted to engage in the following computer activities:
 - a. Playing games on the computer unless it is an educational game assigned by a teacher
 - b. Surfing the web
- 5. Students who need to be on the computers for research or for study purposes will be given preference to the computers.
- 6. Damage, vandalism, or theft will lead to a written disciplinary referral and automatic suspension of library privileges.
- 7. Failure to comply with rules set forth in the library will result in:
 - a. Dismissal from the library on the first offense
 - b. Dismissal from the library and a two week suspension from the library on the second offense
 - c. Dismissal from the library, a one month or more suspension from the library and a written disciplinary referral to school administration on the third offense.
 - d. Failure to comply with Internet usage will lead to discipline set forth in the internet agreement form
- 8. Library fine of .05 a day for overdue books will assessed.
 - a. This will accumulate and be recorded as an obligation at the end of the school year
- 9. Charges will be assessed for damage or loss of any library materials.
 - a. This charge will be what the replacement cost would be to replace any damaged or lost library item.
 - b. This will be recorded as an obligation at the end of the school year.

10. Students are not permitted to eat or drink in the library, unless prior permission has been granted.

11. Cell phone usage is not permitted, unless prior permission has been granted.

Counseling

The primary objective of the counseling department is to assist students academically, personally, and socially. Developing an understanding of self and how one relates to others is central to a student's education. Social and emotional needs often take precedence over a student's academic needs and those must be satisfied first if time and energy are to be available for academic growth. This process may include group counseling and individual counseling (preventive, developmental and problem-centered).

Individual counseling may be self-initiated. Students schedule appointments with the counselor to discuss concerns and/or questions. The counselor assists students with situations that confront them, whether they are of a personal or academic nature. The Southern Huntingdon County High School counselors are closely associated with the referral process to the SAP Team and the formal testing program. The counselor is available to parents for interpretation of test results. The counselor's office phone number is (814) 447-5529 ext. 2512 for the middle school counselor and ext. 2513 for the high school counselor.

Student Assistance Program (SAP)

The Student Assistance Program is a team organized to assist students and parents in developing alternative strategies for modifying the instruction or learning environment for students who are experiencing academic or behavior problems in the classroom.

SAP is a systemic process using techniques to mobilize school resources to remove barriers to learning. The core of the program is a professionally trained team, including school staff and liaisons from community alcohol and drug and mental health agencies. SAP team members are trained to identify problems, determine whether or not the presenting problem lies within the responsibility of the school and to make recommendations to assist the student and the parent/guardian. When the problem lies beyond the scope of the school, the SAP team will assist the parent/guardian and student so they may access services within the community. The student assistance team members do not diagnose, treat or refer to treatment; but they may refer for a screening or an assessment for treatment.

There are four phases to the student assistance process:

Referral - Anyone can refer a student to SAP when they are concerned about someone's behavior -- any school staff, a student's friend, a family member or community member. The students themselves can even go directly to the SAP team to ask for help. The SAP team contacts the parent/guardian for permission to proceed with the SAP process.

Team Planning - The SAP team gathers objective information about the student's performance in school from all school personnel who have contact with the student. Information is also collected from the

parent/guardian. The team meets with the parent/guardian to discuss the data collected and also meets with the student. Together, a plan is developed that includes strategies for removing the learning barriers and promoting the student's academic and personal success to include in-school and/or community-based services and activities.

Intervention and Recommendations – The plan is put into action. The team assists in linking the student to in-school and/or community-based services and activities. The team might recommend a drug and alcohol or mental health assessment.

Support and Follow-Up – The SAP team continues to work with and support the student and their family. Follow-up includes monitoring, mentoring, and motivating for academic success.

It is the parent/guardian(s) right to be involved in the process and to have full access to all school records under the applicable state and federal laws and regulations. Involvement of parents/guardians in all phases of the student assistance program underscores the parent/guardian role and responsibility in the decision-making process affecting their children's education and is key to the successful resolution of problems.

The student assistance process is based upon state guidelines, professional standards and policies, and procedures adopted by the local school board of directors. Professional training for team members in all phases of the student assistance process, which is consistent with state guidelines and conducted by a Commonwealth approved training provider, is required to ensure the appropriateness of the recommended services, effective interagency collaboration and compliance with state and federal laws protecting the privacy rights of parents/guardians and students.

The training of team members by a Commonwealth approved training provider, ensures the board of school directors, school administrators, parents/guardians, students, and the public that team members have received up-to-date professional training consistent with accountable standards and appropriate procedures. Guidelines for the Commonwealth Student Assistance Program training system contain training standards and competencies for SAP team professionals.

For those students receiving treatment through a community agency, the student assistance team, in collaboration with parents/guardians and the agency, can assist in helping plan in-school support services during and after treatment. The team's effectiveness in helping the student and the parent/guardian remove the barriers to learning and improve student performance depends on the training of the individual team members, maintenance of the student assistance process, level of administrative commitment and board support, active parent/guardian and student involvement and the available resources both in school and the community.

PSYCHOLOGICAL TESTING

The Southern Huntingdon County School System provides educational psychological testing at no charge. Before a psychologist tests any student, a parent/guardian permission form must be completed. Parents/Guardians may request an evaluation of their child by contacting the school counselor. The counselor will meet with the child and parent(s) or guardian(s). Upon completion of the evaluation by the psychologist, a written report will be prepared. The psychologist, along with other school personnel, will meet with the parent(s)/guardian to review the results.

Information for Parents/Guardians RE: Availability of Naloxone (Narcan) nasal spray at HS/MS

Due to the growing risk of opioid overdose among some high school students, Governor Wolf and the PA Department of Health, Education, State, and Drug and Alcohol Programs partnered with Adapt Pharma in February 2016 to provide a free, 2 dose carton of Naloxone Nasal Spray to the public high schools across PA. SHCSD has obtained these free doses of Naloxone and is taking a proactive approach to address the possibility of a drug overdose at school.

What is Naloxone (Narcan)?

Naloxone is a medication designed to rapidly reverse an opioid (heroin and some types of pain killers) overdose.

Symptoms of Opioid Overdose:

- *Person will not wake up or respond to voice or touch
- *Breathing is very slow, irregular, or has stopped. Lips and /or nail beds are blue.
- *Clammy skin
- *The center part of the eye is very small, sometimes referred to as "pinpoint pupils."

If an overdose would occur at school, we are asking students or staff members to immediately notify the school nurse. (Both of our school nurses have completed Naloxone training program) The school nurse will assess the individual and provide emergency care as needed.

Key Information for anyone who encounters someone who is potentially overdosing:

- *If you believe someone is overdosing, call 911
- *Remain with the person until responders arrive.

Act 139 provides protection from criminal prosecution for persons who report a suspected overdose using their real name and who remain with the overdosing person until emergency medical services or law enforcement arrive, as well as for the person whose overdose they report. The law also provides protection from civil liability for persons who report overdoses or administer Naloxone in overdose emergencies.

If any questions/concerns about the above, please contact our school nurses:

- Amy Harper – HS/MS Nurse 814-447-5529 ext 2614 or email aharper@shcsd.org
- Elem. Nurse 814-447-5529 ext 5614 (Spring Farm); ext 6614 (Rockhill); 7614 (Shade Gap)

Important Dates 2023-2024

Progress Reports

Regular & Mini Courses

Sept 25 Feb 14
Dec 4 Apr 24

Mini Course Dates

Mini Course 1 Aug. 23-Oct. 25
Mini Course 2 Oct. 26 - Jan. 12
Mini Course 3 Jan. 15 – Mar. 18
Mini Course 4 Mar. 19 – May 24

Keystone Exam Windows

Algebra 1, Biology, – Winter-Dec. 4 -15
Literature Spring-May 13-24

PASA Window

Mar 13 – May 5

ASVABS

Jan. 18
11:15-2:50

PSSA Window Dates

6th, 7th, 8th English/Language Arts – Apr. 24-26
6th, 7th, 8th Math – Apr. 29 – May 3
8th Science – Apr. 29 – May 3
ALL PSSA Make-ups – Apr. 29 - May 3

PSAT

TBA

Mid Terms

Jan. 9 - 11

Finals

May 6 - 10

Senior Packets

need to be completed by
3:00 pm on April 26

Baccalaureate

May 22 – 7:00 PM

Class Day

May 23 – 11:30 AM

Graduation

May 24 – 7:00 PM

Teacher's Days

August 16 New Teacher Induction
August 21-22 Teacher In-Service
August 23 First Day for students
September 25 ½ day PM Data Day
October 20 Act 80 Day
November 9 P/T Conf. 1:00 – 7:00
November 22 Early Dismissal 11:45

December 22 Early Dismissal 11:45
January 15 Act 80 Day
February 15 ½ Day PM Data Day
March 11 Act 80 Day
May 10 ½ Day PM Data Day
May 24 Last Day for students
May 28-29 Teacher In-Service

MAKE UP DAYS: #1 – Mar. 28th #2 – Apr. 1st #3 – Apr. 2nd

Annual Public Notice of Special Education Services and Programs, Services for Gifted Students and Services for Protected Handicapped Students

August 2023

Notice to Parents

According to state and federal special education regulations, annual public notice to parents of children who reside within a school district is required regarding child find responsibilities. School districts (SDs), intermediate units (IUs) and charter schools (CSs) are required to conduct child find activities for children who may be eligible for services via Section 504 of the Rehabilitation Act of 1973. For additional information related to Section 504/Chapter 15 services, the parent may refer to Section 504, Chapter 15, and the Basic Education Circular entitled Implementation of Chapter 15. Also, school districts are required to conduct child find activities for children who may be eligible for gifted services via 22 PA Code Chapter 16. For additional information regarding gifted services, the parent may refer to 22 PA Code Chapter 16. If a student is both gifted and eligible for Special Education, the procedures in IDEA and Chapter 14 shall take precedence.

This notice shall inform parents throughout the school district, intermediate unit, and charter school of the child identification activities and of the procedures followed to ensure confidentiality of information pertaining to students with disabilities or eligible young children. In addition to this public notice, each school district, intermediate unit, and charter school shall publish written information in the handbook and on the web site. Children ages three through twenty one can be eligible for special education programs and services. If parents believe that the child may be eligible for special education, the parent should contact the appropriate staff member identified at the end of this public notice.

Children ages three to school-age may be eligible for Early Intervention services if they are experiencing developmental delays. Developmental delays, as defined by the State and as measured by appropriate diagnostic instruments, include a 25 percent delay or a test performance of 1.5 standard deviations below the mean on a standardized assessment in one of the following developmental areas: physical development, cognitive development, communication development, social or emotional development or adaptive development. A young child may also be deemed eligible if they are determined to have a diagnosed disability as defined by PA Chapter 14 regulations. Eligibility for Early Intervention services is two-pronged. The child must be diagnosed with a developmental delay or a diagnosed disability and display a need for specially designed instruction. Specially designed instruction means adapting the content, methodology, or delivery of instruction to address the unique needs of the child and to ensure access to the general education curriculum.

Evaluation Process

Each school district, intermediate unit, and charter school has a procedure in place by which parents can request an evaluation. For information about procedures applicable to your child, contact the school which your child attends. Telephone numbers and addresses can be found at the end of this notice. Parents of preschool age children, age three through five, may request an evaluation in writing by addressing a letter to the intermediate unit staff.

Consent

School entities cannot proceed with an evaluation or reevaluation, or with the initial provision of special education and related services, without the written consent of the parents. For additional information related to consent, please refer to the Procedural Safeguards Notice which can be found at the PaTTAN website, www.Pattan.net or your educational agency. Once written parental consent is obtained, the district will proceed with the evaluation process. If the parent disagrees with the evaluation, the parent can request an independent education evaluation at public expense.

Program Development

Once the evaluation process is completed, a team of qualified professionals and parents determine whether the child is eligible. If the child is eligible, the individualized education program team meets, develops the program, and determines the educational placement. Once the IEP team develops the program and determines the educational placement, school district staff, intermediate unit staff, or charter school staff will issue a notice of recommended educational placement/prior written notice. Your written consent is required before initial services can be provided. The parent has the right to revoke consent after initial placement.

Confidentiality of Information

The SDs, IUs and CSs maintain records concerning all children enrolled in the school, including students with disabilities. All records are maintained in the strictest confidentiality. Your consent, or consent of an eligible child who has reached the age of majority under State law, must be obtained before personally identifiable information is released, except as permitted under the Family Education Rights and Privacy Act (FERPA). The age of majority in Pennsylvania is 21. Each participating agency must protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction stages. One official at each participating agency must assume responsibility for ensuring the confidentiality of any personally identifiable information. Each participating agency must maintain, for public inspection, a current listing of the names and positions of those employees within the agency who have access to personally identifiable information.

In accordance with 34 CFR § 300.624, please be advised of the following retention/destruction schedule for the Pennsylvania Alternate System of Assessment (PASA), Pennsylvania System of School Assessment (PSSA), and Keystone Exam related materials:

- PSSA, Keystone Exam, and PASA test booklets will be destroyed one year after student reports are delivered for the administration associated with the test booklets.

- PSSA and Keystone Exam answer booklets and PASA media recordings will be destroyed three years after completion of the assessment.

For additional information related to student records, the parent can refer to the Family Education Rights and Privacy Act (FERPA).

This notice is only a summary of the Special Education services, evaluation and screening activities, and rights and protections pertaining to children with disabilities, children thought to be disabled, and their parents. For more information or to request evaluation or screening of a public or private school child, contact the responsible school entity listed below. For preschool age children, information, screenings and evaluations requested may be obtained by contacting the Intermediate Unit. The addresses of these schools are as follows:

INTERMEDIATE UNIT			
Tuscarora Intermediate Unit II 542-2501 Ms. Kelly Lawler Zurybida 2527 US Hwy 522 S McVeytown, PA 17051	814-	TIU Early Intervention Programming Mr. Brian Kritzer 2527 US Hwy 522 S McVeytown, PA 17051	814-542-2501
SCHOOL DISTRICT OFFICES			
Central Fulton School District 485-7000 Ms. Holly Varner 151 East Cherry Street McConnellsburg, PA 17233-1400	717-	Forbes Road School District Ms. Rebekah Rogers 159 Redbird Drive Waterfall, PA 16689	814-685-3865
Huntingdon Area School District 641-2104 Administrative Office Mr. Tim Snare 2400 Cassady Avenue, Suite 2 Huntingdon, PA 16652-2602	814-	Juniata County School District Administrative Office Ms. Christie Holderman 146 Weatherby Way Mifflintown, PA 17059	717-436-2111
Juniata Valley School District 669-9150 Administrative Office Ms. Lisa Coble 7775 Juniata Valley Pike, PO Box 318 Alexandria, PA 16611	814-	Mifflin County School District Administrative Building Ms. Cindi Marsh 201 Eighth Street, Highland Park Lewistown, PA 17044	717-248-0148
Mount Union Area School District 542-2518 Dr. Dianne Thomas 603 N. Industrial Drive Mount Union, PA 17066	814-	Southern Fulton School District Dr. Laurel Keegan 3072 Great Cove Road, Suite 100 Warfordsburg, PA 17267	717-294-3400
Southern Huntingdon School District 447-5520 Ms. Alisa Scott 10339 Pogue Road Three Springs, PA 17264-9730	814-	Corrections Education Mr. Tim Miller -Trough Creek Youth Forestry Camp #3 4534 Tar Kiln Road James Creek, PA 16657 -South Mountain Secure Treatment Unit 10056 South Mountain Road - P.O. Box 374 South Mountain, PA 17261	814-658-4024
NON-PUBLIC SCHOOLS LOCATED IN IU II			
Tuscarora Intermediate Unit II Dr. Brett Gilliland 2527 US Hwy 522 S McVeytown, PA 17051	814-542-2501		
CHARTER SCHOOLS			
New Day Charter School 643-7112 Ms. Brandy Armstrong -256 South 5th Street. Huntingdon, PA 16652 417-0623 -109 Industrial Circle Mifflintown, PA 17059	814- 717-	Stone Valley Community Charter School Ms. Cheryl Casner 13006 Greenwood Road Huntingdon, PA 16652	814-667-2705
PRISONS			
Huntingdon County Prison 641-2104 Mr. Tim Snare 2400 Cassady Avenue, Suite 2	814-	Mifflin County Prison Ms. Cindi Marsh 201 Eighth Street, Highland Park Lewistown, PA 17044	717-248-0148

The school entity or charter school will not discriminate in employment, educational programs, or activities based on race, color, national origin, age, sex, handicap, creed, marital status or because a person is a disabled veteran or a veteran of the Vietnam era. No preschool, elementary or secondary school pupil enrolled in a school district, Intermediate Unit, or charter school program shall be denied equal opportunity to participate in age and program appropriate instruction or activities due to race, color, handicap, creed, national origin, marital status or financial hardship.



SchoolHouse Connection

Overcoming Homelessness Through Education

Homeless Children and Youth in the "The Every Student Succeeds Act of 2015"

On October 1, 2016, amendments to the McKinney-Vento Act's Education for Homeless Children and Youth program made by the "Every Student Succeeds Act" went into effect. The new law includes many provisions designed to improve training, identification, enrollment, stability, and success, from pre-school through high school, and the transition to post-secondary education. A brief summary is provided.

At the State Agency Level. Every State Education Agency (SEA) must designate an Office of State Coordinator that can sufficiently carry out duties in the Act. Key duties include:

- Posting on the SEA website an annually updated list of school district liaisons, and the number of homeless children and youth.
- Responding to inquiries from homeless parents and unaccompanied youth.
- Developing and implementing professional development programs for liaisons and others.
- Conducting monitoring of local educational agencies to enforce compliance.

At the Local Agency Level. Every local educational agency (LEA) must designate a liaison for students experiencing homelessness who is able to carry out the duties described in the law. Key duties include:

- Ensuring that homeless children and youth are identified and enrolled in school, and have a full and equal opportunity to succeed in school.
- Participating in professional development and other technical assistance offered by the State.

- Ensuring school personnel receive professional development and other support.
- Ensuring that unaccompanied homeless youth are informed, and receive verification, of their status as independent students for college financial aid.
- Informing homeless parents of their children's educational opportunities and providing meaningful opportunities to participate.
- Ensuring that homeless children, youth, and families receive referrals to health, dental, mental health, housing, substance abuse, and other appropriate services.
- Disseminating public notice of McKinney-Vento rights in locations frequented by parents and youth, in a manner and form understandable to them.
- Ensuring that parents and youth are informed of and assisted in accessing transportation.
- Ensuring access to Head Start, Early Intervention, and LEA-administered pre-school programs.
- Removing barriers that prevent homeless youth from receiving credit for full or partial coursework satisfactorily completed at a prior school.

School Stability

- LEAs must make best interest determinations about school selection that presume that staying in the school of origin is in the best interest of the child or youth; consider specific student-centered factors; prioritize the wishes of the parent, guardian, or unaccompanied youth; and include a written explanation and right to appeal if the LEA determines that school stability is not in the best interest of the child or youth.
- The definition of school of origin now includes both the designated receiving school at the next grade level (if there is a feeder school pattern), and preschools.
- Transportation to the school of origin is required, including until the end of the academic year when a student obtains permanent housing (if it is in the student's best interest to remain in that school).

School Enrollment and Participation

- Homeless children and youth must be enrolled in school immediately, even if they lack documents or have missed application or enrollment deadlines during any period of homelessness.
- SEAs and LEAs must develop, review, and revise policies to remove barriers to the identification, enrollment, and retention of homeless students in school, including barriers due to fees, fines, and absences.
- If a dispute arises over eligibility, school selection or enrollment, the child or youth must be immediately enrolled in the school in which the parent, guardian or unaccompanied youth seeks enrollment, pending resolution of the dispute, including all available appeals.
- States must have procedures to ensure that homeless children and youth do not face barriers to accessing academic and extracurricular activities.

Preschool Children

- The definition of school of origin now includes preschools.
- Liaisons must ensure homeless families and children can access early intervention services under IDEA Part C, if eligible.

Credit Accrual and College Readiness

- States must have procedures to identify and remove barriers that prevent students from receiving appropriate credit for full or partial coursework satisfactorily completed while attending a prior school, in accordance with State, local, and school policies.
- State plans must describe how homeless youth will receive assistance from school counselors to advise, prepare, and improve their readiness for college.

Definition of Homelessness

- The McKinney-Vento definition of homelessness includes children and youth who lack a fixed, regular, and adequate nighttime residence.
- This definition specifically includes children and youth who are: sharing the housing of others temporarily due to loss of housing, economic hardship, or similar reasons; living in shelters, transitional housing, or cars; and staying in motels or campgrounds due to lack of adequate alternative accommodations.
- The phrase "awaiting foster care placement" was deleted from the McKinney-Vento Act in most states on December 10, 2016 (it will be deleted in AR, DE, and NV on December 20, 2017). New protections for children in foster care under Title I Part A went into effect on December 10, 2016.

Title I, Part A

Amendments to Title I, Part A related to homelessness go into effect in the 2017-2018 school year. These include:

- All LEAs that receive Title I Part A funds must reserve funds to support homeless students.
- Reserved funds may be used for services not ordinarily provided by Title I, including local liaisons and transportation to the school of origin. (This provision is in effect currently, due to existing appropriations bills.)
- State report cards must include disaggregated information on the graduation rates and academic achievement of homeless children and youth.

For more information, visit www.schoolhouseconnection.org

This Student and Parent Handbook was designed for the Southern Huntingdon County School District's High School. This is our best effort to include those items of importance. We do reserve the right to change this manual as the need may arise.

Index

Academic Eligibility_____	65
Accreditation_____	6
Administration_____	2
Alcohol Testing of Students_____	28
Alcohol/Controlled Substance Policy_____	26
Anti-Bullying Policy_____	24
Application of Discipline Code_____	16
Arrival at School_____	11
Attendance Policy_____	36
Before School_____	11
Bell Schedule_____	56
Blended Schools Policy_____	68
Board of Directors_____	6
Book Bags/Sports Bags/String Bags_____	57
Breakfast at School_____	14
Cafeteria Rules_____	13
Care of Books_____	60
Cell Phone Policy_____	21
Change of Name, Addresses & Telephone_____	49
Cheating, Copying and Plagiarism_____	21
Code of Student Conduct_____	12
Conduct of Guests at Dance_____	64
Consequences of Discipline_____	18
Contacting Our School_____	2
Counseling_____	71
Crisis Instruction for Parents_____	52
Curriculum Student Eligibility Scholarship_____	65
Daily Announcements_____	57
Diabetes Management_____	51

Discipline Code_____	15
Drug Look-Alikes_____	29
Due Process_____	30
Early Dismissal Because of Illness_____	39
Early Dismissal for Medical Appointments_____	39
Educational Philosophy_____	6
Educational Services_____	68
Emergency Closings_____	53
Emergency Drills_____	54
Emergency Numbers_____	54
Equal Right Organization_____	31
Extra-Curricular Activities_____	65
Field Trips_____	55
Fire Drills_____	54
Four Fundamental School Rules _____	12
General Information_____	35
Goals and Objectives of the Discipline Code_____	16
Grade Appeal_____	44
Grading System_____	42
Graduation Requirements/Project_____	44
Guidelines of Health and Safety Rules_____	14
Gym Lockers_____	58
Hall Regulations_____	60
Health Examinations_____	50
History of SHC_____	4
Homeless Students_____	78
Homework Policy_____	40
Honor Roll Classifications_____	42
Hygiene_____	51
Important Dates_____	74
Insurance_____	64
Internet and Technology Usage_____	59
Levels of Conduct_____	19

Lice Policy	52
Local Radio and Television Stations	53
Locker Searches	59
Lost and Found	59
Make-up of Tests and Assignments	41
Media Center-Library	69
Morning Punctuality	38
Narcan/Naloxone	73
National Honor Society	43
No Touch Policy	13
Non-Prescription Medications	51
Notice of Special Education Services and Programs	75
Our School	5
PA Compulsory Attendance Law	36
Parent Responsibilities of Discipline Code	17
Pre-Approved Educational Field Trips	39
Prescription Medication	51
Procedures for Bullying	24
Procedure at Bus Stops	9
Procedures for Parents with Busing Concerns	9
Progress Reports	41
Psychological Testing	72
Report Cards	43
Rest Rooms	60
Retention	43
School Attendance and Athletic Eligibility	67
School Bus	10
School Calendar	**
School Dances	63
School Financial Obligations	64
School Publicity	54
School Rules and Regulations	12
Sexual Harassment	29

Sickness at School_____	50
Smoking Policy_____	28
Student Assistance Program_____	71
Student Attendance_____	35
Student Dress Code_____	61
Student Guidelines for class trips, field trips, etc._____	30
Student Interscholastic Athletics_____	65
Student Lockers_____	58
Student Records_____	60
Student Responsibilities for School Sponsored Fieldtrips_____	55
Student Responsibilities of Discipline Code_____	16
Student Rights of Discipline Code_____	16
Student Searches_____	58
Tardiness _____	38
Telephone Calls_____	50
Transportation_____	7
Valedictorian and Salutatorian _____	49
Vandalism of School Property or Busses_____	29
Vaping Detectors_____	59
Violations of School Policy and State Law_____	22
Violations of the State Vehicle Code_____	29
Violence Policy_____	22
Visitors_____	63
Weather Policy_____	53
Weapons Policy _____	31
Wellness Policy_____	51
Withdrawal From School_____	40
Work Permits_____	40
Written Excuses_____	38

****The SHC School Calendar is available to view on our website at shcsd.org. Changes are made throughout the year due to weather etc.**

Revised 8/15/2023

